



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO P8000.5F

G-4

8 Jul 99

DIVISION ORDER P8000.5F

From: Commanding General

To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR AMMUNITION CLASS  
(SHORT TITLE: AMMO SOP)

Encl: (1) LOCATOR SHEET

Reports Required: List, page v

1. Purpose. To establish responsibility, guidance, and procedures for the management and control of Class V(W) materiel within 3d Marine Division.

2. Cancellation. DivO P8000.5E

3. Summary of Revision. This revision has been reformatted and contains a substantial number of changes, and must be completely reviewed.

4. Recommendations. Recommendations concerning this order are invited. Such recommendations will be forwarded to this Headquarters (Attn: G-4/Ammo) via the appropriate chain of command.

5. Records Disposition. Records discussed herein will be maintained as follows:

a. Class V(W) Expenditure Reports (Rev 6 Apr 98) - three years after date of certification (current Fiscal Year (FY) plus two prior FY's).

b. NAVMC 10774 Cards - one year after the date of the transaction.

c. Requisition, Receipt, and Turn-In Documents - three years after the required delivery date.

DivO P8000.5F

6. Reserve Applicability This Manual is not applicable to the Marine Corps Reserve.

7 Certification Reviewed and approved this date

*T. R. Kelly*

T. R. KELLY  
Chief of Staff

DISTRIBUTION: A/D

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR AMMUNITION CLASS V(W)  
(SHORT TITLE: AMMO SOP)

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Manual.)

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RECORD OF CHANGES

Log completed change action as indicated

Change Number	Date of Change	Date Entered	Signature of Person Incorporating the Change



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## AMMO SOP

### INTRODUCTION

#### 0001. DESCRIPTION AND PURPOSE

1. General. This Order provides instructions and guidance with standardized procedures for conventional ammunition planning, operations, and functions including: management, requisitioning, security, control, safety, storage, and transportation.
2. Purpose. The purpose of this Manual is to provide unit commanders with essential guidance in ammunition matters. It is not intended to be the sole source of information relating to ammunition and explosives. For further guidance or assistance, commanders are encouraged to contact the Division Ammunition Office. The procedures and instructions herein apply to routine training, deployments, and combat operations.

0002. APPLICABILITY. The provisions of this Order apply to all units of the 3d Marine Division and all units attached to the Division.

#### 0003 RESPONSIBILITIES

1. The Division Ammunition Officer performs the general duties as a special staff officer under the cognizance of the AC/S, G-4. As the Class V(W) commodity manager, the Division Ammunition Office is responsible for the following:
  - a. Computing Class V(W) training allowances, and when required, combat rates.
  - b. Maintaining a current library of required ammunition publications.
  - c. Monitoring all Class V(W) requisitions from Division units to ensure allowances are not exceeded.
  - d. Reconciling ammunition records with each Division unit on a monthly basis.
  - e. Establishing procedures to be followed by Division units with regard to all ammunition matters.

f. Monitoring Class V(W) malfunction and deficiency reports submitted by Division units.

g. Maintaining the primary file of Notice of Ammunition Reclassification (NARs), Ammunition Information Notices (AINs), and Overhead Fire Supplements received from higher headquarters.

h. Preparing all recurring and/or special reports concerning Class V(W) to higher headquarters.

i. Providing assistance to commanders on matters relating to Class V(W) material.

j. Coordinating procedures between Division units and the ammunition supply points (ASPs).

k. Conducting periodic unannounced audits of unit ammunition accounting systems and providing results to the organization commander and the CG, when appropriate.

l. Providing assistance to the ammunition technicians of the Division in the performance of their duties.

m. Ensuring monthly training is provided for Division ammunition technician personnel (MOS 2311).

n Submitting Serialized Item Expenditure Reports.

## 2. General and Special Staff Relationships

a. The Assistant Chief of Staff, G-1 reviews and prepares recommendations regarding table of organization and manning levels and receives recommendations concerning all officers and enlisted personnel in the ammunition field.

b. The Assistant Chief of Staff, G-3 determines requirements for deploying units, allocates training ammunition, and coordinates with the Assistant Chiefs of Staff, G-1 and G-4 for administrative procedures and logistical support for the deploying unit.

c. The Assistant Chief of Staff, G-4 maintains staff cognizance over the Division Ammunition Section which reviews and coordinates logistical support for training and deploying units.

d. The Division Embarkation Officer coordinates with the Division Ammunition Officer on all matters concerning Class V(W) ammunition to be embarked for training and deployment.

3. Commanders. Commanders at all levels shall ensure compliance with the instructions contained herein and shall adhere to the following:

a. Observe the prescribed safety precautions in the handling, storage, and transportation of ammunition as outlined in MCO 8020.10 and this Order.

b. Ensure security ammunition maintained in the unit armory is limited to that quantity required to support known requirements. The quantity must not exceed that authorized in MCO 8020.10.

c. Ensure unserviceable ammunition is provided the same degree of security, pending its disposition, that is afforded to other categories of ammunition.

d. Ensure ammunition is never buried, abandoned, destroyed, fired indiscriminately, sold, or otherwise disposed of in order to circumvent the inconvenience of returning the item to the storage site.

e. Ensure ammunition is never removed from its packing containers until required for use. Ammunition shall be handled in such a manner to prevent it from being assigned to an unserviceable condition.

f. Ensure ammunition is not disassembled, altered, delinked or modified, except for those normal operations provided for in the user's level technical publications (e.g., fuzing of projectiles).

g. Make every attempt possible to reduce or eliminate the frequency of 02/05 priority requisitions. The goal for each unit should be 10% or less.

h. Ensure HQMC Class V(W) Expenditure Reports are used to document expenditure of ammunition and explosives (A&E) completed reports must be maintained on file for three years (current FY, plus two prior FY's) from date of certification. See appendix (H).

i. Ensure stringent security control measures are practiced and applied by all personnel involved in the handling and storage of ammunition and explosives. Two person integrity for A&E destruction actions and expenditure reporting must be followed.

- j. Ensure cognizant personnel maintain a current set of desktop procedures and a turnover file which accurately describes their responsibilities and duties.
  - k. Ensure sufficient qualified explosive drivers are available to support the unit's mission.
  - l. Ensure a background check for a Marine's SRB, Health record and a PMO incident report are requested and completed for only mature individuals to be assigned duties involving ammunition and explosives. Upon completion of a background check, screen all personnel assigned such duties using the HQMC Personnel Screening Form For Arms, Ammunition, and Explosives (AA&E) (Rev 20 Apr 98).
  - m. Ensure a page 11 statement in the Marine's SRB is entered for each qualified Marine. Statement will read: "Date. (Marine's rank and name) SRB, HR and local PMO incidents report have been screened and he/she is qualified to perform duties involving arms, ammunition and explosives in accordance with current regulations. (Signature of certifying office)"
  - n. Maintain a complete library of authorized directives to include publications listed in the SL 1-2 and SL 1-3, that pertain to ammunition and explosives utilized by their organization.
  - o. Appoint, in writing, a commissioned or warrant officer as the unit AA&E officer.
  - p. Appoint the unit ammunition technicians (MOS 2311) in writing
  - q. Maintain a record of annual training allowances
  - r. Ensure units and personnel within the command do not requisition or expend ammunition in excess of the total authorized allowance.
  - s. Ensure that all ammunition held by the unit is inventoried monthly; document inventories per paragraph 3006.2.
4. Range Safety Officer (RSO). The RSO must verify and receipt for ammunition at the firing site. In addition to duties specified in the base range regulations, the RSO must:

- a. Follow ammunition control procedures listed in paragraph 3006.2
  - b. Conduct inventory/receipt of A&E when delivered to the range by the ammo tech or other authorized individual.
  - c. Supervise the distribution of A&E at training ranges.
  - d. Ensure that A&E expenditure reports and turn-in documents for unexpended assets are completed prior to departing the range or training area.
  - e. Submit expenditure reports and turn-in documents for unexpended A&E to the unit S-4 or designated record holder.
  - f. Follow Ammunition Information Notice (AIN) per paragraph 7006
5. AA&E Officer. The AA&E officer is a commissioned or warrant officer responsible for AA&E as follows:
- a. Conduct AA&E awareness training.
  - b. Validate AA&E accountability procedures
  - c. Audit the A&E chain-of-custody/documentation for issue, receipt, expenditure, and turn-in of unexpended ammunition assets
  - d. Validate that the unit's Navy/Marine Corps (NAVMC) 10774 forms are properly maintained when the command is holding security/safety or training A&E assets.
  - e. Document expenditure of A&E using the HQMC Class V(W) Expenditure Report. Follow the instructions contained in appendix (H).
6. Individual. Individuals must understand that ammunition is designed to cause death, injury, and property damage. Because of the inherent danger, only personnel who are qualified and familiar with ammunition will be utilized during ammunition handling, transportation, and storage operations.



2. Mainland Japan. Appendix B provides the guidance necessary for training in Mainland Japan.
3. Korea. Appendix C provides the guidance necessary for training in Korea.
4. Philippines, Thailand, Australia. Appendix D provides the guidance necessary for training in the Philippines, Thailand, or Australia.

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## CHAPTER 1

### COMBAT ALLOWANCES

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### CHAPTER 1

#### COMBAT ALLOWANCES

1000. GENERAL. This chapter describes Class V(W) materiel planning and support procedures for Division units during combat deployment or operations.

#### 1001 DEFINITIONS

1. Day of Ammunition (DOA). A quantity of ammunition expressed as a specific number of rounds or items of bulk ammunition as may be appropriate per weapon, unit, individuals, kit/set, or using devices required for one day of combat.
2. Apportioned War Reserve Stock (AWRS). That portion of the total Class V(W) materiel assets reserved for exclusive use during contingencies and combat operations.
3. Available Supply Rate (ASR). The ASR is the current forecast of the Marine Corps capability to provide Class V(W) support to FMF combat operations. The ASR represents a percentage which is constrained by the availability of suitable assets in the inventory. This condition is attributable to budgetary constraints and/or limitations of the production base/rework facilities. Accordingly, the ASR is derived from the quantity of suitable assets available.
4. Landing Force Operational Reserve Material (LFORM). Class V(W) designated as LFORM ammunition is part of the apportioned war reserve stocks embarked on selected amphibious warfare ships to enhance reaction time for embarked units during contingencies. MARFORPACO 4080.2 provides additional information on the LFORM process.
5. Marine Ammunition Requirement Support Order (MARSO). The Commander, Marine Corps Systems Command (MARCORSYSCOM) publishes a MARSO for each MEF. MARSOs prescribe a predetermined quantity of Class V(W) to be positioned and embarked as war reserve stock.
6. Mount-Out (M/O). That quantity of ammunition required to outfit and sustain an operating force in an amphibious assault or commitment to combat for a stated period of time (normally 60 days).

7. Basic Allowance (BA). The amount of ammunition recommended to be carried within the means normally available to an FMF unit embarking and debarking for combat operations. For example, the BA for a rifleman is seven (7) full thirty round magazines (210 rounds) plus a bandoleer (140 rounds). The total per rifleman is 350 rounds.

8. Combat Load. The amount of ammunition that the commander requires for his unit based on the force structure and mission requirements. This is normally the BA. The combat load should be carefully reviewed to ensure transportation is available to carry the quantity requested.

1002. PLANNING. MCO 8010.1 is the only source document and the authority for the computation of combat requirements. The fundamental objectives of Class V(W) AWR planning is to assure that an acceptable level of ammunition is available to the commander.

1003. OPERATIONAL SUPPORT. Although CMC has computed and positioned the general war reserve requirements, this does not relieve the individual commander from the responsibility to determine his specific combat load. In contingencies which require a unique task organization/mission, the unit commander must inform higher headquarters of his specific requirements. Computations must be based on MCO 8010.1, and current ASRs. Combat loads should include sufficient Class V(W) to sustain the landing force until combat service support (CSS) is established ashore. Combat loads must be maintained by each unit and resupply requested on a recurring basis to maintain that level.

1004. SOURCES OF SUPPLY. Sources of supply and logistics support in the field should remain parallel to that established and practiced while in garrison, unless modified for a particular operation.

1005. CONTROL AND DISTRIBUTION. Control and distribution will be characterized by the following principles:

- 1 3d FSSG will normally provide Class V(W) support to the Division
2. Class V(W) supply support should be pushed from the CSSE to the supported unit whenever possible. Requests for resupply will be directed from the supported unit to the CSSE.

1006. LFORM INSPECTION. The Commander, Landing Force/Commander of Troops embarked on ships containing LFORM will: cause a visual inspection of the overall general condition (damage, pilferage, leakage, etc.) of the LFORM to be made within 48 hours of embarkation; verify (where practicable) the quantities of embarked LFORM with the loading plans and records held by the individual ship to determine if any discrepancies exist; upon completion of the embarkation and, inspection, report any discrepancies per MARFORPACO 4080.2; ensure the Commanding General, 3d MarDiv and Commanding General, III MEF are information addressees on all reports submitted.

1007. AIR CONTINGENCY MAGTF (ACM) PACKAGE. The contents, location, and instructions governing movement and use of the ACM package are contained in III MEF ForO P3000.8 and DivO P3000.10.

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## CHAPTER 2

### TRAINING ALLOWANCES

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### CHAPTER 2

#### TRAINING ALLOWANCES

##### 2000 ANNUAL CLASS V(W) TRAINING ALLOWANCES

1. General. This chapter provides guidance in establishing and computing Class V(W) training allowances.

2. Training Allowances. MCBul 8011 is the sole authority for ammunition expenditures during peacetime. It promulgates Class V(W) training allowances for all Marine Corps activities, and contains authorized quantities and types of Class V(W) materiel. These factors are based in part, on Individual Training Standards (ITS), Mission Performance Standards (MPS), as well as currently identified tables of organization (T/O) and tables of equipment (T/E).

a. These allowances do not represent strict literal interpretations of the ITS. Rather, they are a synthesis of specified and implied individual, collective, and concurrent tasks, and the resources required to train those tasks.

b. In the event that commanders determine that Class V(W) training allowances are not sufficient to support unit training requirements, a recommended increase to unit allowances will be forwarded to the Division (G-3T and G-4/Ammo) offices with detailed justification. Requests for additional ammunition will be supported through redistributions within the division, III MEF or MARFORPAC.

c. Requests for special allowances will be submitted to Division (G-3T/G-4/Ammo) to identify assets within the Division which can satisfy the requirement.

##### 2001. ALLOWANCES

1. MARSO Requirements. Organizational requirements for Class V(W) to support unit training missions will be consolidated by this headquarters (G-4/Ammo). Subordinate commands will submit their proposed training allowances for all locations; due date will be announced. Requirements will be based on factors set forth in MCBul 8011.

2. Computing the Allowance. Ammunition allowances for Class V(W) are based on the specific purpose, weapon, or unit for which authorized in the MCBul 8011.
3. Format for Submission. The format for submission of Class V(W) allowances is contained in appendix E of this Manual.
4. Unexpended Allowances. Allowances not expended at the end of the fiscal year will not be carried forward to the next fiscal year. However, this policy may change in the near future if sufficient justification for carrying the ammo over is provided.
5. Requalification Allowances. Annual Class V(W) training allowances do not include requalification ammunition. Requalification allowances are under the direct control of the Commanding General, Marine Corps Base, Camp S.D. Butler, Okinawa, Japan.
6. Proficiency Enhancement Training (PET) Allowances. With the exception of the shotgun, PET allowances are contained in paragraph 7000.5 of MCBul 8011.
7. Marine Battle Skills Training (MBST) Allowances. The purpose of unit sustainment training is to retain a broad base of core combat skills, regardless of primary MOS, or billet assignment. MBST training is not intended to provide qualification to standard for the weapon. Rather, it serves to re-familiarize Marines with the functions and characteristics, and essential core combat techniques and skills associated with the weapon. For crew served weapons on unit T/E manned by non-MOS Marines for that weapon (e.g., non-0331 on M2 machine guns), only one (1) team per weapon will be trained with full-live fire allowances. All other requirements should be satisfied using the Indoor Simulated Marksmanship Trainer (ISMT).
8. Ammunition Redistribution. Quarterly ammunition redistribution conferences will be held in conjunction with the G-3. Units will have the opportunity to present ammunition shortfalls and excesses in order to allow redistribution within the division. This will ensure the most efficient use of ammunition allowances.

## 2002 TRAINING LOCATIONS

1. Okinawa. All training ammunition utilized on Okinawa is requisitioned from Ammunition Company, 3d Supply Battalion, 3d Force



Service Support Group via the CG, 3d MarDiv (G-4/Ammo). Ammunition Company is located aboard Camp Schwab, Okinawa, Japan. Appendix A outlines special requirements and procedures for requisitioning and training with Class V(W) on Okinawa, Japan.

2. Mainland Japan. Training ammunition utilized at Camp Fuji is requisitioned from Headquarters Battalion, Camp Fuji by the CG, 3d MarDiv (G-4/Ammo). All other training ammunition utilized in mainland Japan is requisitioned from Commander, Fleet Activities Yokosuka by the CG, 3d MarDiv (G-4/Ammo). Appendix B outlines special requirements and procedures for training in Mainland Japan.

3. Korea. All training ammunition utilized in Korea is requisitioned from 3d FSSG Liaison Team Taegu, Korea, by the CG, 3d MarDiv (G-4/Ammo). Appendix C outlines special requirements and procedures for training in Korea.

4. Philippines, Thailand, and Australia. All training ammunition utilized in the Philippines is requisitioned from Ammo Co, 3d SupBn, and prepared for sea or air shipment. Appendix D outlines special requirements and procedures for training in these locations.

2003. REPORTS. The below listed reports are required and will be date stamped by the receiver as it goes through the chain of command

1. Expenditure Reports

a. HQMC Class V(W) Expenditure Report. The HQMC Class V(W) Expenditure Report will be completed by the Range Safety Officer (RSO) using appendix H and the procedures outlined in chapter 3 of this Manual.

b. Off-Island Expenditure Reports. Off-island expenditure reports are due to the CG, 3d MarDiv (G-4/Ammo) within 10 working days of the completion of a training exercise anywhere outside Okinawa. Format for the off-island expenditure report is located in appendix F. 3d Marines will submit reports for exercises outside of Hawaii.

c. Quarterly and Annual Class V(W) Expenditure Reports. Class V(W) Expenditure Reports are due to the CG, 3d MarDiv (G-4/Ammo) no later than 5 working days after the close of each fiscal quarter. Class V(W) Expenditure Reports will be submitted using the format contained in appendix G. If the using unit is utilizing the 3d MarDiv

Automated Ammunition Tracking System, the expenditure report (under the report menu) may be used for the Class V(W) Expenditure Report. All substitutions and exception data must be included in a separate enclosure. The fourth quarter expenditure report will be submitted as the annual report. Exception data must be detailed and explain the reason why allowances below 80 percent were not expended.

d. Serialized Item Expenditure Report. The Serialized Item Expenditure Report will be completed by the unit ammunition technician using appendix I and submitted to the CG, 3d MarDiv (G-4/Ammo) within 48 hours of completion of firing.

2. DRAGON Missile Firing Data Report. DRAGON Missile Firing Data Report (DA Form 4377-R) will be submitted per MCO 8390.4.

3. TOW Missile Firing Data Report. TOW Missile Firing Data Report (DA Form 4142-R) will be submitted per MCO 8390.3.

4. Projectile 155mm HEAT, M172 Firing Report (1320-D510). All firing of projectile 155mm HEAT, M172 (Copperhead), DODAC 1320-D510, will be reported by message within ten (10) working days of firing following the requirements of Ammunition Information Notice (AIN) 017-96 listed in appendix A of TWO24-AA-ORD-010. CG, 3d MarDiv (G-4/Ammo) will be included as an Info addressee.

2004. TRAINING RECORDS. All units will maintain records for all ammunition items per authorized allowances using the 3d MarDiv current Automated Ammunition Accounting System. NAVMC 10774 cards (modified) are also authorized for use as outlined in appendix J only if no computer assets are available within the unit. Records will be maintained for the current fiscal year and the two prior fiscal years.

2005. U.S. CODE 2010 REQUIREMENTS (TITLE 10). Authorization for ammunition required for use in bilateral training in which a foreign country's armed forces will use U.S. ammunition must be requested from CG, Marine Forces Pacific via the chain of command.

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CHAPTER 3

REQUISITIONING AND CONTROL

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### CHAPTER 3

#### REQUISITIONING AND CONTROL

3000. GENERAL. This chapter provides specific instructions concerning requisitioning, modification, cancellation, and turn-in procedures, as well as control and accounting requirements for Class V(W) materiel.

3001. REQUISITIONING PROCEDURES. Requisitions for Class V(W) materiel will be submitted in MILSTRIP format using either the DD Form 1348 or LAN MILSTRIP requisition. Appendix K provide detailed instructions for completing the DD Form 1348 and the LAN MILSTRIP requisition.

1. DD Form 1348 Requisition. Units requisitioning Class V(W) materiel using the DD Form 1348 will submit all copies of the DD form 1348 to the Division Ammunition Office. The DD Form 1348 will be typed per the format contained in appendix K.

a. Requisitions will be hand delivered by the using unit to the Division Ammunition Office. The back of the original copy of the DD Form 1348 will be signed by authorized personnel and hand carried to the Division Ammunition Office. Guard mail will not be utilized as a means to deliver documents.

b. Requisitions will not be accepted with altered characters (e.g type overs, white out, or pen changes).

c. Follow the special instructions for project and advice codes listed in appendix L. Examples are ammunition required for sea or air shipment, security ammunition or ammunition required to be clear for overhead fire, etc.

2. LOCAL AREA NETWORK (LAN) MILSTRIP Requisition. Units requisitioning Class V(W) materiel via the LAN will submit requisitions to the Division Ammunition Office LAN account, AmmoDet@3div.usmc.mil. The LAN MILSTRIP will be completed per the format contained in appendix K.

a. LAN MILSTRIP requisitions can only be submitted to the Division Ammunition Office by those personnel authorized to

requisition Class V(W) ammunition per the unit's delegation of authority.

b. Requisitions having more than one project code and/or required delivery date (RDD) require separate LAN MILSTRIP submissions.

c. Follow the special instructions for project and advice codes listed in appendix L. Examples are ammunition required for sea or air shipment, security ammunition or ammunition required to be clear for overhead fire, etc.

### 3 Priorities Used for Requisitioning Class V(W) Material

#### a. On-Island (Okinawa) Priorities.

(1) Priority 12. Normal requisition with an RDD of seven (7) or more working days, including day of submission and day of pickup.

(2) Priority 05. Walk-through requisition with an RDD from 25 hours to six (6) working days.

(3) Priority 02 Emergency requisition with an RDD of 24 hours or less.

#### b. Camp Fuji, also Sea and Air Shipment Priorities.

(1) Priority 12. Normal requisition with an RDD of 35 calendar days or more.

(2) Priority 05. Walk-through requisition with an RDD of 15-34 calendar days.

(3) Priority 02. Emergency requisition with an RDD of less than 15 calendar days.

#### c. Mainland Japan Training (Other than Camp Fuji) Including Artillery Relocation Training).

(1) Priority 12. Normal requisition with an RDD of 35 calendar days or more.

(2) Priority 05 Walk-through requisition with an RDD of 15-34 calendar days.

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(3) Priority 02. Emergency requisition with an RDD of less than 15 calendar days.

### d. Korea.

(1) Priority 12. Normal requisition with an RDD of 45 calendar days or more.

(2) Priority 05. Walk-through requisition with an RDD of 25-44 calendar days.

(3) Priority 02. Emergency requisition with an RDD of less than 25 calendar days.

## 4. 02 and 05 Priority Requisition Special Instructions by LAN

a. 02 and 05 priority requisitions for Okinawa will utilize the LAN and will include a full justification on the unit's original LAN requisition to be forwarded for endorsements through the chain of command.

b. The LAN requisition will be initiated by the requesting unit through the battalion's Organizational Mail Box (OMB). A field grade officer who is shown on a current delegation of authority to request ammunition and is on file with the Division Ammunition Office is authorized to approve the priority request.

c. Commanders, as applicable at the battalion and regimental level, will release the 02 and 05 priority documents request through the OMB/SMB/UMCC to the AC/S G-4/Ammo with information copies to the current Division Ammunition Officer, and Ammunition Chief.

d. In the event that LAN service is not available for any reason, submit 02 and 05 priority requests as outlined in paragraph 5 via DD Form 1348 or FAX; authorized signatures must be on the document.

5. Project Codes and Advice Codes Used for Requisitioning Class V(W) Materiel. Refer to appendix L for the correct project and advice codes for use in blocks 57-59 and 65-66 on DD Form 1348 and MILSTRIP requisitions.

3002. MODIFICATION(S). A modification document (document identifier code (DIC) (AMA)) is utilized to change the priority, RDD,  
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One copy remains on file at the Division Ammunition Office and one copy will be hand carried to the Camp Schwab ASP after approval (date stamped and signed on the reverse side) by the Division Ammunition Office.

4. One original copy of the delegation of authority authorizing personnel to request Class V(W) ammunition will be forwarded via the appropriate chain of command to the Division Ammunition Office.

### 3006. ACCOUNTABILITY AND CONTROL MEASURES

1. Responsibility. The commanding officer is responsible for security and control of the unit's ammunition program. In this capacity, he will ensure that only authorized personnel will receipt for Class V(W) materiel drawn from any storage area. To ensure compliance, unit commanders will submit, to the Division Ammunition Office, specimen signature lists (using SDB Form 4400/5) of personnel authorized to approve ammunition requisitions and to receipt for ammunition. An individual will not be authorized to sign a requisition and receipt for ammunition on the same transaction. Formats for specimen signatures are contained in appendix N.

2. Control. Control of ammunition within the unit is accomplished by supervision at all levels and strict adherence to the procedures outlined in this order. Ensure two person integrity for A&E destruction actions and expenditure reporting. By virtue of the nature of Class V(W) materiel, stringent security and accountability measures are required. Every round of ammunition which is authorized, requisitioned, on hand for security purposes, or maintained in the field in conjunction with an exercise and not expended, will be returned to the ASP with properly completed DD Form 1348-1 turn-in documents. The following control procedures will be strictly adhered to.

a. Using units will requisition Class V(W) materiel by using DD Form 1348, LAN, or a message MILSTRIP request which will be processed by the Division Ammunition Office, per this Manual.

b. The day of the required delivery date (RDD), the using unit will draw the Class V(W) materiel it requisitioned and receipt for it by signing the issue document (DD Form 1348-1). Normally, the organization's ammunition technician(s) will receipt for the materiel. Only personnel authorized by the commander, see paragraph 3006.1 above, may sign for ammunition.

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c. For Category 1 items, an officer or SNCO must sign for and accompany the materiel, along with two armed guards, at all times from issue to expenditure or until returned to the supporting ASP/CSSD. The SNCO or above may act as one of the armed guards per OPNAVINST 5530.13.

d. The using unit's ammunition technician(s) will deliver the Class V(W) materiel to the (RSO), as applicable, at the firing range/training area. The RSO will inventory the ammunition and receipt for it by signing the DD Form 1348-1. Upon receipt, the RSO will be responsible for issue and control of the ammunition at the firing range or training area for the duration of the exercise.

e. The RSO will enter the quantity received by DODIC, document number, lot number, and ammunition item serial number (if applicable) on the HQMC Class V(W) Expenditure Report, ensuring that the quantity matches the corresponding DD Form 1348-1. Ammunition items which have serial numbers in addition to lot numbers must have those serial numbers annotated on ALL ASSOCIATED PAPERWORK.

f. Upon completion of training, the RSO will enter the number of rounds expended on the Expenditure Report. The RSO will then conduct a shakedown inspection, collect all unexpended ammunition, and inventory the rounds/items collected. The shake down will consist of the RSO verifying that all individuals have emptied their pockets, carrying cases and packs. Each vehicle, container, and magazine will be thoroughly inspected.

g. The quantities of unexpended rounds/items will be entered on the Expenditure Report and receipt will be acknowledged by the unit's ammunition technician via signature in the appropriate space on the form.

h. At this point, the ammunition technician will assume custody of any unexpended Class V(W) materiel and the original copy of the Expenditure Report. If desired, a carbon copy of the Form (containing the change of custody signature of the ammunition technician) may be retained by the RSO.

i. Prior to the unit's departure from the firing range/training area, the RSO will conduct a second shakedown inspection to ensure that all unexpended ammunition has been collected. The shake down will be conducted in the same fashion as the first.



j. The ammunition technician will prepare a DD Form 1348-1 for each item (by DODIC with original issue serial number) to be turned in and return all unexpended stocks to the supporting ASP/CSSD for inspection and receipt.

k. The ammunition technician will deliver the completed Expenditure Report to the unit AA&E officer who will audit the Expenditure Report with copies of the issue and turn-in documents and certify the report by signature. Incorrect reports constitute falsification of official documentation. The original forms will then be retained as a historical document of the organization's ammunition usage. Once reconciled and certified, legible copies of the issue and turn-in documents will be attached to the Expenditure Report form.

l. Completed HQMC Class V(W) Expenditure Reports will be maintained on file for a minimum of three years after date of certification. (Current fiscal year plus two prior fiscal year's.

m. If at any point in the reconciliation process, a variance between quantities issued, expended, or turned-in is detected, immediate action will be initiated to resolve the disparity. If all efforts, including search of the firing range/training area fail to resolve the variances, the using organization will report the item(s) as unaccounted for per established property reporting procedures and initiate requisite investigatory action per MCO 4340.1.

n. Appendix H provides an example of a HQMC Class V(W) Expenditure Report. This is the only form that is authorized for use; local reproduction is authorized.

3. Accountability. The following accountability measures will be effected per this Manual:

a. The RSO will ensure that ammunition is not removed from the range except by authorized personnel for the purpose of returning it to the ASP.

b. Ammunition returned in an unserviceable category due to improper handling/transportation may result in an investigation being conducted per MCO P4400.19, MCO 8020.10, and JAGINST 5800.7, with a copy forwarded to COMMARCORSYSCOM (AM).

c. If any Class V(W) items are identified as missing, or discovered while training, the unit will submit a Missing, Lost, Stolen, or Recovered Report (MLSR) per MCO 4340.1. Immediately upon

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identification of an incident, an initial telephone report will be made to the Division Ammunition Office. Do not delay a report to search for missing items.

d. Commanders will establish written procedures which ensure recovery of all live ordnance, and packaging, empty brass, links, etc., prior to departing from the firing site.

e. Ammunition maintained in the field shall be limited to that necessary to support known requirements. However, the quantity will not exceed that which can be properly safeguarded.

f. Unserviceable ammunition shall be provided the same degree of security (pending disposition) that is afforded other categories of ammunition.

g. Ammunition shall not be removed from any military activity, except as authorized by proper authority, e.g., in conjunction with an exercise to be conducted in another training area or at another military installation.

h. Government ammunition will not be provided gratuitously, offered for sale, sold, exchanged, or bartered for privately owned or government property.

i. Ammunition will never be abandoned, destroyed, fired indiscriminately or otherwise disposed of in order to circumvent the inconvenience of returning any item(s) to a storage area.

j. Ammunition will not be removed from its packing containers until required for use. Prior to use, ammunition will be handled so that it will not become unserviceable.

k. Ammunition will not be disassembled, altered, or modified, except for those normal operations provided for in user level technical publications, e.g., fuzing of projectiles and authorized operations performed by qualified explosive ordnance disposal personnel.

l. Ammunition will be expended for intended training purposes only.

m. Commanders will ensure the proper training and instruction of safety requirements and hazards involved to individuals, crews, or other groups who will handle, fire, or otherwise expend ammunition.

n. Ammunition control is enhanced by stressing ammunition supply economy and fire discipline to individuals and weapon crews. Ammunition supply economy can seldom be taught during combat and, like other types of supply economy, it must become an individual habit formed during training and field firing exercises.

3007. SECURITY AND SAFETY AMMUNITION. Except as noted below, storage of ammunition in any facility or building other than an authorized Ammunition Supply Point without permission is prohibited.

1. Unit commanders are authorized to store limited quantities of security/safety ammunition in the unit's armory, per MCO 8020.10. This ammunition is not to exceed 25 pounds Net Explosive Weight (NEW) for Class/Division 1.4 or ten (10) pounds NEW for Class/Division 1.3 items. When combining 1.3 and 1.4 items, no more than 35 pounds total NEW may be stored of which no more than ten (10) pounds may be 1.3. The unit commander will authorize in writing the DODIC, type, Class/Div, NEW, total NEW, and location of security/safety ammunition to be maintained on hand in the armory. The letter of authorization will be renewed annually. Additionally, the authorization letter will be maintained in the unit's armory with a copy on file with the unit ammunition technician. When security/safety ammunition is physically on hand, NAVMC 10774 cards will be used for record-keeping purposes. Detailed instructions are located in appendix O. Safety ammo will only be expended in an actual emergency per range regulations. If expended, a copy of the serious incident report must be maintained. Any loss of security or safety ammunition due to classification as unserviceable will be explained in a letter to the Division Ammunition Office.

2. Inert/Dummy Training Ammunition. Inert/Dummy training ammunition may be stored in unit armories. The unit commander will authorize in writing the type and quantity of inert training ammunition to be maintained on hand in the armory. The letter of authorization will be renewed annually. Additionally, the authorization letter will be maintained in the unit's armory with a copy on file with the unit ammunition technician. When inert training ammunition is physically on hand, NAVMC 10774 cards will be used for record-keeping purposes.

3. Storage Requests. The Commanding General, MCBJ, Camp Smedley D. Butler must approve all requests for storage of security/safety ammunition in unit armories. Units will submit requests via the chain of command to the CG, MCBJ, Camp Smedley D. Butler (G-4/ESO). Other

units in Camp Fuji or Hawaii must submit their storage waiver to its installation commander.

4. Marking. All ammunition items maintained on hand in unit armories must be properly marked. Each container (ammo can, box, etc.) must be plainly marked for each item inside by writing the NSN/DODIC, nomenclature, lot number, and quantity on the outside of each container.

## 5 Records

a. NAVMC 10774 Cards. Security/safety and inert/dummy training ammunition will be accounted for on a NAVMC 10774 card per UM 4400-15. Active NAVMC 10774 cards will be maintained and held by the Ammunition Technician/ammo personnel. Appendix O provides detailed instructions.

(1) Once each month, conduct an inventory and serviceability inspection of all security/safety and inert/dummy training ammunition that is stored locally by unit. Document the monthly inventory by annotating on the NAVMC 10774 card as "Mth Inv".

(2) Once each calendar year, an annual inventory will be conducted on all security, safety, and inert/dummy training ammunition that is stored by the unit. Annual inventory will be annotated on the appropriate NAVMC 10774 card as "Ann Inv", per UM 4400-15.

(3) When NAVMC 10774 cards are completely filled on both sides or zeroed out, they will be placed in a dead card file and maintained for a period of one year from the last date entered per UM 4400-15. NAVMC 10774 cards will be filed in the dead card file in DODIC and date order.

### b. NAVMC 10359 Equipment Custody Card (ECR)

(1) Once security, safety, or inert/dummy training ammunition is received, the responsible person within the unit's armory (Armory NCOIC) will receive sub-custody of the ammunition by signing a completed NAVMC 10359 card. The format is contained in appendix P.

(2) New NAVMC 10359 cards will be required when a change of responsible person is made or the ammunition is rotated.

### c Storage

(1) Security or safety ammunition will be stored in the unit's armory in a locked, non portable metal container (safe) and separated from the weapon for which it is intended to be used with.

(2) Inert or dummy training ammunition will be stored in the unit's armory.

d. Security Ammunition Log Book. A log book will be utilized for logging in and out security ammunition from the unit's armory if issued out for less than a 24 hour period. A sample log book format is contained in appendix Q. When security, safety, or inert/dummy training ammunition is required for more than a 24 hour period, the NAVMC 10359 card will be used following the format contained in appendix P.

e. Daily Inventories. At the beginning and the end of the work day, responsible individuals will inventory the ammunition in their custody. If any ammunition is discovered missing, they will report the loss to the S-4 Officer who will initiate an MLSR if required or take appropriate action.

f. Rotation of Security Ammunition. Rotation of security ammunition will be accomplished as required. It is suggested that this rotation be effected by expending the old security ammunition during a regularly scheduled training evolution (unless ammunition is unserviceable) and subsequently replacing it with new stock from the local ASP. Units will ensure that upon completion of the training evolution or turn-in, an expenditure report is submitted as shown in appendix H. The unit commander must authorize the expenditure of security ammunition by signing a DD-1348, with the purpose for the expenditure explained in the remarks block. The quantity on the completed DD 1348 be entered on the NAVMC 10774 and the form retained for three years.

3008. AMMUNITION TRAINING RECORDS. Units allocated training ammunition by the CG, 3d MarDiv will establish and maintain ammunition training records. The keeping of records (requirements, withdrawals, credits, and expenditures) is the responsibility of the unit that is authorized the allocation, and periodic unannounced audits will be conducted by the Division Ammunition Office. Although this paragraph includes instructions for manually operated accounts, it does not preclude the use of the 3d MarDiv's current Automated Ammunition Tracking System. Unit ammunition accounts and HQMC Class V(W)

Expenditure Reports will be reconciled monthly with the Division Ammunition Office.

1. Primary Training Records. The required method for controlling training allowances is 3d MarDiv's Statement Of Annual Requirements System (SOARS).

2. Secondary Training Records. If the unit does not own a computer that can operate the above automated system, then NAVMC 10774 cards (modified) will be utilized. Detailed instructions are located in appendix J. Records will include the following:

a. The types and quantities of ammunition under annual allowances.

b. Cumulative withdrawals, credits, and expenditures of training ammunition.

c. Cumulative remaining balance and a cumulative expenditure columns will show quantities actually expended and quantities previously committed and not yet received.

### 3009. FILES

1. Properly completed and signed copies (if applicable) of all requisition, receipt, and turn-in documents will be maintained on file for three years. MILSTRIP requests are considered requisitions.

2. Completed or zeroed-out NAVMC 10774 cards will be placed in a dead card file and maintained for a period of one year from the last entry's date per UM 4400-15. NAVMC 10774 cards in the dead card file will be filed in DODIC and date order.

3. Completed HQMC Class V(W) Expenditure Reports will be maintained on file for a period of three years. (Current FY plus two prior FY's.)

4. All original records for UDP battalions will remain on Okinawa when the unit returns to its home station. The unit is authorized to make copies of the original records. Records should be neatly placed in a box and taken to the regimental ammunition technician.

3010. RETURN OF AMMUNITION AND EXPLOSIVES. All unexpended ammunition or explosives shall be returned to the ASP. Unit armories will not be utilized as temporary storage facilities to prevent staging the ammunition and vehicles at the Camp Schwab ASP after normal working hours. In the case of after-hour returns on Okinawa, units should call the Ammunition Company DNCO at DSN 625-2212. A red light escort is required to transport ammunition on Okinawa during hours of darkness. Vehicles containing ammunition which return to the ASP after normal working hours will be staged overnight at the ASP. The unit is required to return to the ASP immediately the next working day during daylight hours to finish turning in the ammunition. All serviceable ammunition returned to the ASP will be credited to the unit's allowance when the document is received at the Division Ammunition Office. Ammunition returned to the ASP will be accompanied by a DD Form 1348-1.

1. Original Containers. During training exercises, a storage site will be established to retain all empty original ammunition containers, packing material, etc. for the purpose of repackaging ammunition prior to turn-in.

2. Repackaging

a. Unexpended ammunition will be cleaned when repackaged (in its original containers) and returned to the ASP at the conclusion of the exercise.

b. All safety pins, shipping plugs, and other mechanical devices will be properly inserted, secured, or attached to the ammunition, as appropriate prior to repackaging.

c. All fuzes will be set to "safe" (see TM 43-0001-28 Artillery Manual before returning them to the magazine area.

d. The open containers will be inspected by the RSO from the unit returning the items to ensure that the lot numbers on the ammunition match the lot numbers printed on the container and that all ammunition components are present and are properly repackaged and safe. Final determination of the condition of the ammunition (serviceable or unserviceable) rests with the ASP.

e. Supplementary charges removed from artillery projectiles prior to assembling proximity fuzes will be packed in the containers from which the proximity fuzes have been removed. The containers should be marked and returned to the ASP for disposal by Explosive Ordnance

Disposal (EOD). Under no circumstances will the supplementary charges be burned or disposed of by the firing unit.

3011. DISPOSAL OF SALVAGEABLE MATERIAL AND RETROGRADE COMPONENTS

1. General. To provide special instructions for the turn-in of expended ammunition components and salvageable material for Okinawa

2. Locations

a. 18th Munitions Squadron (18th MUNS). The 18th MUNS is located at building 43808 Kadena Air Base.

b. Defense Reutilization and Marketing Office (DRMO). DRMO is located at Camp Kinser.

c. Marine Corps Community Services (MCCS). MCCS is located at Camp Foster.

3. Procedures. Due to frequent changes in retrograde procedures by all of the aforementioned organizations, the Division Ammunition Office will publish updates as necessary for retrograde procedures. The following general rules apply:

a. 18TH MUNS

(1) Hours of Operation. Monday through Friday 0800-1630

(2) Appointments. All units will call directly to 18th MUNS (632-5022/5021) for an appointment to turn-in retrograde items. Appointments will be made at least five working days in advance.

(3) Boarding Kadena Base. Kadena gate "Hotel", located on Highway 58, will be utilized to board Kadena Air Base when transporting ammunition residue/retrograde material.

b. DRMO

(1) Hours of Operation. Monday through Friday 0730-1500

(2) Appointments. All units will call directly to DRMO (637-1976/1037) for an appointment to turn-in retrograde items. Appointments will be made at least five working days in advance.



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### c. MCCS

(1) Hours of Operation. Monday through Friday 0730-1500.

(2) Appointments. All units will call directly to MCCS (645-3139) for an appointment to turn-in retrograde items. Appointments will be made at least five working days in advance.

### 3012. DUMMY AND PRACTICE AMMUNITION

1. Dummy Ammunition. Dummy ammunition is an inert-round type of ammunition for preliminary training of personnel in handling, loading, live-fire simulation, and for functional testing of weapons.

a. Dummy ammunition maintained by a unit will be stored in the armory and will be accounted for by using the NAVMC 10774 card per UM 4400-15 and sub-signed to the responsible person using the NAVMC 10359 card (ECR card) per appendix P of this Manual.

b. When issuing dummy ammunition from the armory for training, the NAVMC 10359 card will be used per appendix P.

c. Allowances for dummy ammunition are for initial issue only and are nonexpendable.

d. When dummy ammunition becomes unserviceable, replacements will be requisitioned on a one-for-one basis.

e. Unserviceable dummy ammunition will be turned in to DRMO in accordance with current DRMO procedures.

2. Practice Ammunition. Practice ammunition, when ready to fire, contains live initiating propelling or bursting components. All handling, transportation, and storage requirements for live ammunition apply to practice ammunition.

### 3013. INERT AND DISPLAY OF AMMUNITION ITEMS

#### 1. Inert Ammunition.

a. Authorization is required before inerting any ammunition. A letter with justification must be submitted to the CG, Marine Corps Bases Japan via the chain of command.

b. Inerting of live ammunition will only be performed by qualified EOD personnel, who will permanently record these actions

c. All inert/dummy items are considered nonexpendable and will be accounted for.

2. Display. No Class V(W) ammunition item/device, either inert/dummy, practice, service (live), or any component thereof, will be inerted or used for display without the prior approval of the CG, Marine Corps Bases Japan. Units desiring to conduct familiarization training on ammunition will use training charts, drawings, and photographs contained in pertinent TMs and FMs.

3014. MISSING, LOST, STOLEN, AND RECOVERED (MLSR). MCO 4340.1A established reporting requirements for A&E and requires report submission for MLSR reportable items within 48 hours.

1. Commanders will submit an initial MLSR, via message, as soon as a loss or recovery of an A&E reportable item is discovered, not to exceed 48 hours. The commander owning the MLSR A&E is responsible for the timely submission of an MLSR message. However, in those instances when the owning command can not readily be determined, the command that is first notified of, or discovers, an incident involving MLSR A&E is responsible for initial MLSR message submission. Recovered reportable items must be reported via message by all commands regardless of whether the command previously reported the property as missing, lost, or stolen.

2. Commanders will immediately make telephonic notification to the PMO, at their local military police district, upon discovery of an MLSR reportable incident. Additionally, the PMO PLAD, as info'd above, must be included as a "TO" addressee on all MLSR messages. MLSR reporting assists the PMO in determining the adequacy of command loss prevention and physical security programs.

3. Commanders will initiate appropriate investigations per chapter 6 of MCO P4400.150. In those cases where the reporting command is not the owning command, the chiefs of staff of III MEF and MCBJ Camp Butler will designate the command to conduct the investigation(s).

4. MLSR reporting is not applicable to EOD units that recover dud, unexploded, or malfunctioned A&E during the conduct of training range sweeps. However, A&E considered abandoned will be reported.

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CHAPTER 4

TRANSPORTATION

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### CHAPTER 4

#### TRANSPORTATION

4000. GENERAL. The provisions of this chapter are general in nature and are not intended to list all requirements applicable to the transportation of Class V(W) materiel. Transportation will include all movement: ground, air, and water. This includes Material Handling Equipment (MHE) drivers during all handling, loading, and off loading of Class V(W) materiel. Ammunition will not be transported onto any camp unless it will be used at an authorized range or loading Zone (LZ) aboard that camp. Ammunition will only be transported to authorized ranges, and, if not used, returned to the ASP. Units may pass through camps to get to ranges when no other route is available; however, stopping anywhere else aboard the camp (Range Control, Burger King, the CP, etc.) enroute to the range is strictly prohibited.

#### 4001. EXPLOSIVE DRIVERS

1. An explosive driver listing will be maintained by the ammunition technician in the format identified in appendix R and will be updated as required.
2. When a command sends a licensed driver regardless of MOS to be explosive certified, with the intent of being used frequently to haul explosives in support of unit training, on and off base, this is not considered "incidental". The primary duty, purpose and responsibility of this individual towards accomplishing the unit mission becomes transporting hazardous materiel and is not performed in conjunction with a specific MOS function.
3. Explosive drivers will have a valid U.S. Government Motor Vehicle Operator's Identification Card, Standard Form 46, which has "Explosive Driver" (Must hold a current medical certificate) annotated on the reverse side. Drivers in Japan must be 21 years old and have a valid stateside driver's license. The Medical Examiner's Certificate is good for five years. NAVSEA OP 2239 details these requirements. The term "incidental driver" will not be anoted on any explosive drivers license for driver's who support the unit's training mission.

4002. SURFACE SHIPMENT

1. Motor Vehicle. MCO 8020.10, NAVSEA SW020-AG-SAF-010 (Navy Transportation Safety Handbook For Ammunition, Explosives, and Related Hazardous Materials), and ComNavForJapanInst 4643.1C (Motor Vehicle shipment of Arms, Ammunition, Explosives (AA&E), and other Hazardous Materials) set forth regulations for transportation of ammunition or explosives by motor vehicle. In addition, NAVSEA OP 2239 as well as pertinent U.S. Forces Japan policy letters are applicable.

2. Requirements. The following procedures have been imposed by U.S. Forces Japan to ensure safety when hauling explosives over highways in Japan:

a Marking of Vehicles

(1) Each vehicle (truck and trailer are considered two vehicles) will display on the front, rear, and both sides of the vehicle appropriate Department of Transportation (DOT) explosive signs and prominent hazard signs measuring 50 centimeters (19.5 inches) in length and 35 centimeters (13.6 inches) or longer in height, with a circled Japanese symbol for "FIRE" in white on a red background. Luminous or fluorescent paint will be used when possible.

(2) In any instance of hauling explosives at night, additional red light escort vehicles are required to the front and rear of the vehicle(s) hauling explosives. Law enforcement and roadmaster vehicles with red lights that are visible from front and rear for 150 meters are the only authorized escort vehicles.

b Methods of Loading

(1) Loads shall be packed firmly and shall be securely fastened on the vehicle in such a manner as to prevent the load from sliding, falling, shifting, or dropping. When stacked ammunition exceeds the height of the side rails, it must be palletized and securely tied down.

(2) Unpackaged ammunition shall be covered with flame resistant tarps during inclement weather.

(3) The weight of the loads cannot be in excess of 80% of the maximum off-road capacity of the transporting vehicle.

(4) When explosives in excess of 2000 lbs Net Explosive Weight (NEW) are to be carried, notice of the shipment shall be given to the Prefecture Police Headquarters.

(5) Explosive Vehicle Safety Equipment. Infantry battalions are required to have five sets of vehicle safety equipment per battalion, artillery firing batteries three sets per battery, and all other companies/batteries must have two sets on hand. Vehicle safety equipment is outlined in NAVSEA OP 2239.

(6) Additional Requirements For Ammunition Runs

(a) DOT placards for the front, sides, and back of each vehicle which is to transport explosives.

(b) DD Form 626 (bilingual forms for Japan and Okinawa only), provided by the motor transport officer's designated inspector (two copies).

(c) DD Form 836 (bilingual forms for Japan and Okinawa only) which is provided by the shipping activity.

(d) One fully charged Underwriter Laboratory-rated 10 B:C (Dry Chemical) or greater capacity fire extinguisher. (Refer to NAVSEA OP 2239 for fire extinguisher specifications).

(e) One NAVSEA OP 2239 (Driver's Handbook), provided by the using unit.

(f) Tools for changing tires (if the vehicle is equipped with a spare tire).

(g) One set of wheel chocks

(h) One set of safety equipment, as outlined in NAVSEA OP 2239

(i) Armed escort when transporting ammunition (pistol or rifle with appropriate number of rounds of ammunition).

(j) Three tie down straps per vehicle (minimum)

(k) Tarp for covering ammunition loaded on the vehicle

(l) Dunnage (wooden pallet, plywood, or planking to cover ferrous metal beds).

(m) Four Japanese "Fire" signs for the front, sides, and back of each vehicle which is to transport explosives.

Note: When transporting Dragons, AT-4s, or any Security Risk Category (SRC) 1 items, an officer or SNCO must receipt for and accompany the items to the final destination. The officer or SNCO may also serve as one of the armed guards per OPNAVINST 5530.13. If some of the SRC 1 items are not fired and must be returned to the ASP, the officer's or SNCO's security responsibility is NOT completed until the SRC 1 items are locked up in an authorized ammunition storage area.

4003. AUTHORIZED VEHICLES. All tactical cargo vehicles and all tactical trailers are acceptable for transporting explosives. Wooden dunnage/planking must be used to protect the ammunition or explosives from the ferrous metal bed of the vehicle per MCO 8020.10. The following is a list of vehicles that are authorized to transport ammunition and explosives:

1. Amphibious cargo vehicles carrying combat loads (wheeled or tracked).
2. Tactical vehicles and trailers carrying ammunition or explosives provided not more than one truck and one trailer comprise a combination.
3. Tanks and self-propelled weapons carrying combat loads
4. Trucks, trailers, and trucks with semi-trailers (side members, end members, and fire retardant tarpaulins are required).
5. Landing craft assigned to amphibious exercises
6. The HMMWV family of vehicles, with the following exceptions:
  - a. The four-man cab configured vehicle is not authorized to transport ammunition. This vehicle does not possess the forward bulkhead in the cargo compartment to prevent injury to passengers through shifting of cargo.
  - b. TOW and heavy gun variants

4004. PROHIBITED VEHICLES. Use of mail or parcel post vehicles, and private vehicles is prohibited. Passenger carrying military vehicles (buses/vans), amphibious vehicles carrying troops, special purpose vehicles (radio, shop, generator, tankers, dump trucks, ambulances, wreckers, etc.), vehicles having transmitting equipment, one quarter ton utility vehicles (M-151 jeeps) without trailers, and the four-man cab configured HMMWV are prohibited from carrying explosive devices.

4005. AIR SHIPMENT. MCO 4030.19 is the sole source document for certification of ammunition movement by air.

1. Documents

a. All requisitions for air shipment will be annotated "Shipper's Declaration for Dangerous Goods Required" and have the advice code "AS" entered in blocks 65-66 of the requisition.

b. Air shipment requisitions are required to be submitted to Division Ammunition at least 35 calendar days in advance of the RDD

2. Procedures For Taking Ammunition Aboard Kadena Air Base. All ammunition being transported to Kadena Air Base (KAB) will go to "J" gate that is along highway 23 and Kadena AB. Once at "J" gate, call special handling at DSN 634-3969 and inform them of your arrival. Then call the fire department at DSN 634-8289/6011 and get a movement number from "J" gate to the hot cargo pad (Hardstand 114). After that, call Munitions Control at 632-5046 and give them the movement number. They will come and escort the vehicles to the hot cargo pad (Hardstand 114). If a Security Force (Police escort is required, munitions control will request an escort from the desk sergeant at 634-2475.

4006. SEA SHIPMENT. Sea shipments are governed by CFR 46

1. All requisitions for sea shipment will be annotated "Sea Shipment" and will have the advice code "SS" entered in blocks 65-66 of the requisition.

2. Sea shipment requisitions must be submitted to the Division Ammunition Office at least 35 calendar days in advance of the Required Delivery Date (RDD). The unit is responsible for coordinating all transportation requirements.



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## CHAPTER 5

### FIELD STORAGE AND HANDLING

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### CHAPTER 5

#### FIELD STORAGE AND HANDLING

5000. GENERAL. The provisions of this chapter are general in nature and relate to Class V(W) field storage and handling by units of the Division in the performance of training and combat functions. Refer to MCO 8020.10 and NAVSEA OP 5 Vol III for ammunition storage in the field.

5001. HANDLING OF CLASS V(W). Close supervision must be maintained at all times during handling operations. Only personnel qualified and certified in accordance with MCO 8023.3 shall be detailed to supervise and/or participate in Ammunition and Explosive operations. All personnel physically handling AA&E, including those who utilize AA&E in accomplishment of their mission (i.e., tank, artillery, mortar crewman, engineers) shall be properly instructed prior to each employment, on safety precautions associated with the specific items being used. For personnel involved in the actual firing/employment of ammunition, see MCO 3570.2 or appropriate TM 43 Series technical manuals for associated safety regulations. Where possible, ammunition technicians (MOS 2311) should supervise untrained personnel involved in handling Class V(W). Ammunition items should not be carried in pockets or on the person in such a way as to cause an accidental discharge or premature detonation should an individual fall, trip or have a sudden impact with another object. This is especially true for pyrotechnics and demolition materiel.

#### 5002 FIELD STORAGE

1. Field storage is primarily intended for situations which require that ammunition be stored away from the standard storage environment. The following pertains:

a. MCO 8020.10 and NAVSEA OP 5 Vol III will be used as a guide for field storage.

b. Responsible ammunition personnel in the field must have a thorough knowledge of both magazine and field storage regulations.

c. Normally, no formal construction work or permanent materials will be employed. Dunnage, fire resistant canvas or tarpaulins, and stakes are the materials used for field storage.

d. Storage sites/systems will be utilized per NAVSEA OP 5 Vol III

e. Proper distance factors and compatibility requirements will be utilized per NAVSEA OP 5 Vol III.

f. In peacetime, field storage will not exceed 30 days. The CG is authorized to waive this constraint for a period not to exceed 90 days. However, units training on Okinawa will not store ammunition in the field in excess of five (5) days unless authorized by this headquarters. If temporary field storage is required, forward the request via the chain of command, to CG, 3d MarDiv (G-4/Ammo) providing the following information no later than ten (10) days prior to establishing the temporary field storage site:

- 1 Area (grid coordinate)

- 2) Quantity by DODIC

- 3 Means of security, communication and transportation

- 4) Number of days site will be established

- (5) Minimum Explosive Safety Quantity Distance (ESQD) requirements.

g. Records as well as issue/receipt control procedures will be established per instructions in this Manual.

2. Positioning ammunition at a firing site for routine field exercise expenditures over a one to five day period does not fall within the provisions of field storage. However, the following policy will be adhered to if a field ASP is established or a training exercise of five days or less is being conducted:

- a. Only those items and components by type and quantities required to accomplish the mission objectives will be requisitioned.

b. Only qualified personnel and equipment will be provided and dispatched to pick up, transport, and deliver ammunition to ranges or return ammunition to the ASP.

c. Ammunition will not be stored at bivouac, billeting areas, or in vehicles in these areas.

d. Only those ammunition containers and quantities which are immediately needed to accomplish the mission will be opened. Excessive break-out of ammunition will be avoided. Excessive break-out often results in damage to the ammunition due to weather conditions or mishandling.

e. Ammunition operations will be constantly supervised by qualified personnel.

f. Under no circumstances will the mistreatment or mishandling of ammunition items be allowed.

g. All ammunition containers and packing material will be retained. If the exercise is terminated before all ammunition is expended, the remainder will be repackaged and returned to the designated storage site.

h. Ammunition will be placed on pallets or some other type of dunnage.

i. Appropriate protective material (e.g., tarps and dunnage) will be available to protect ammunition on ranges from inclement weather conditions. Ammunition or components will not be subjected to direct sun for prolonged periods of time, as such exposure may affect ballistics and functioning.

j. No smoking or fire producing items will be allowed except at designated areas.

k. Proper fire-fighting equipment will be available and proper fire fighting procedures known to all personnel.

l. Security will be provided for ammunition at all times. Personnel will be qualified and briefed on their responsibilities.

m. Separation of Class V(W) materiel which is not compatible be accomplished.

- n. Only authorized personnel will issue Class V(W) materiel
- o. Control and accounting of Class V(W) will be accomplished per this manual.
- p. Incoming Notices of Ammunition Reclassification (NARs) messages will be screened against the DODIC/lot numbers being held.
- q. Safety will be observed at all times and will be known to all personnel.
- r. Communications will be established between the storage site Range Control Office the and unit reaction force.

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CHAPTER 6

SAFETY

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### CHAPTER 6

#### SAFETY

6000. GENERAL. Safety is of the utmost importance in combat or training involving the use of weapons and ammunition. Safety is the responsibility of each Marine whether operating as an individual, in a crew, or on a team. The primary consideration is to prevent any condition which may cause death or injury to oneself or to other persons, and destruction or damage to property or material. All officers, Staff Non-Commissioned Officers (SNCO's), and Non-Commissioned Officers (NCO's) must be completely familiar with their assignments and well versed in the precautions and procedures required for the safe handling and use of Class V(W) ammunition.

#### 6001 INHERENT HAZARDS OF AMMUNITION

1. General. Ammunition is designed to inflict casualties and destroy property or material. Negligence or improper handling can result in the same damage to friendly forces.

2. Major Principles. There are four major principles involving safety which will help prevent accidents caused by human error. They are:

- a. Proper supervision by qualified personnel
- b. Effective training and instruction of individuals, crews, or other groups who will handle, use, fire, or otherwise expend ammunition.
- c. Adequate security to prevent loss or theft of ammunition
- d. Careful planning for use of Class V(W) materiel to ensure that correct weapons, components, and ranges are available.

3. Accidental Explosions. A few causes of explosive disasters are listed below:

- a Fire.
- b. Rough handling.

- c Sustained exposure to high temperature
  - d Alteration or tampering.
  - e. Improper use
4. Fire Hazards. Fire prevention is the best manner in which to protect ammunition from damage or destruction due to fire.
- a. Matches and flame producing devices will not be permitted within 50 feet of ammunition.
  - b. Smoking will not be permitted within 50 feet of where ammunition/explosives are stored, handled, or transported.
  - c. Ammunition boxes and packaging material shall never be burned. The wood is treated with chemicals which can cause hazardous vapors. Furthermore, a misplaced ammunition item could cause an accident if forgotten in a box and then placed into a fire.
- 5 Handling of Ammunition. Ammunition will never be handled roughly
- a. Ammunition will never be thrown, dropped from vehicles/stacks, rolled, walked, dragged, or tumbled over the deck or other containers.
  - b. When ammunition containers are required to be opened, they will be opened only with appropriate tools, such as banding cutters, wire cutters etc. K-Bars, axes, crowbars, E-Tools, etc., will not be used.
6. Protection from the Elements. Ammunition will be protected from direct rays of the sun and covered during inclement weather. Propellant and components must be protected to prevent malfunctions.
- 7 Prohibitions. The following practices are strictly prohibited:
- a. Using ammunition for a purpose or in a manner other than it was designed.
  - b. Abandoning or leaving ammunition unattended or without proper security as outlined in OPNAVINST 5530.13.
  - c. Sale or private use of ammunition, ammunition components, brass, residue, or packing material.



- d. Use of ammunition or its components for decoration or as a display
- e. Burying, hiding, or storing ammunition in a non-approved area
- f. Touching, moving, or tampering with duds or similar ordnance items except by qualified EOD personnel.
- g. Tampering, modification, deactivation, reshaping, repairing, making souvenirs, displays with any ammunition either U.S. government or foreign.
- h. No personnel serving with this Division will manufacture, receive, possess, store, or transport Class V(W) materiel unless authorized by proper authority.
- i. No ammunition will be transported in a privately owned vehicle (PCV).

#### 6002. CONDUCT OF EXERCISES

- 1. Safety during training is a command responsibility. When there are exercises which have inherently unusual safety implications, the RSO must pay particular attention to the following ammunition safety rules:
  - a. Pyrotechnics are to be employed only in such a manner that the empty shell or projectile will not fall among troops.
  - b. Prior to issue, blank ammunition will be carefully inspected to insure that live ammunition is not present. If live ammunition is discovered, tactical operations will be immediately ceased and the units' ammunition technicians and RSO must be notified.
  - c. Weapons will be positioned to prevent debris from entering the barrel.
  - d. Trip flares will be fenced or otherwise guarded in such a fashion as to prevent personnel from approaching closer than six feet. Pyrotechnics will be carried in such a way as to prevent premature functioning on or near an individual.

e. Blanks and pyrotechnics will not be fired within 25 meters of personnel and/or Class III or Class V storage areas. Such areas will be clearly marked as containing flammable or explosive material. See applicable range regulations for specific details.

f. Blanks and pyrotechnics will not be fired within 150 meters of aircraft operation areas.

g. Safety precautions for commonly used blank ammunition and smoke ejection cartridges will be as follows:

(1) Howitzer, 105mm, when firing blanks the muzzle will be elevated above 30 degrees.

(2) Cartridges, Blank, 7.62mm and 5.56mm with blank firing adapters (BFA's) should not be fired within 25 meters of personnel. At night, muzzles will be elevated approximately 45 degrees.

h. Duds will not be destroyed, moved, touched, or tampered with in any manner. They will be marked with a rag, stake, or similar device and reported immediately to the unit commander, or RSO, who in turn will notify EOD.

i. Chemical ordnance (CS, HC, etc.) will not be thrown or placed in enclosed spaces, e.g., tents, vans, vehicles, etc. CS capsules may be used in authorized CS gas chambers; either permanent or temporary as designated by Range Control.

j. CS grenades will not be used in Okinawa or Mainland Japan without the CG, 3d MarDiv approval. Request for use of CS grenades in other countries or exercises will be sent to the Division G3/Training Officer with a copy to the Division Ammunition Office. CS capsules or powder will only be used in approved and designated buildings.

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## CHAPTER 7

### MALFUNCTION AND DEFICIENCY REPORTING

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### CHAPTER 7

#### MALFUNCTION AND DEFICIENCY REPORTING

7000. GENERAL. Despite all efforts to ensure that only safe, reliable ammunition is provided for use, malfunctions and defects do occur. Reports which accurately describe the problem are essential since they provide the basis for initiation of the detailed technical investigations conducted by the item's design agent. It is imperative that reports contain accurate information regarding the specific ammunition lot(s) involved.

1. Any time ammunition fails to function as designed, it is a malfunction regardless of the quantity involved. All malfunctions, regardless of the rates listed in MCO 8025.1 must be reported using either the complete or abbreviated report formats.

#### 2. Definitions

a. Defect. An imperfection which may prevent the item from functioning as intended or result in a malfunction; e.g., missing bore riding pin, cracked cartridge case, loose primer, missing safety pin, etc.

b. Malfunction. Failure of an ammunition item to function in accordance with the design, intent, and expected performance functions. These do not include occurrences resulting from negligence, malpractice, or implications in other situations, such as vehicle accidents, fires, etc. However, malfunctions do include the abnormal or premature functioning of an item as a result of normal handling, maintenance, storage, transportation, and tactical employment.

c. Misfire. Failure of the ammunition to function when initiated (fired). For example, when the firing pin strikes the primer, but the round does not fire.

d. Dud. Failure of the ammunition to function after firing, such as, when it does not detonate upon striking the target or impact area.

7001. AMMUNITION MALFUNCTIONS, MISFIRES, AND ACCIDENTS. All personnel involved in employment of live ammunition must be aware of

need for prompt evaluation and timely reporting of incidents/accidents where ammunition does not function as intended. When such incidents/accidents occur, the OIC/RSO of the unit concerned must begin immediately to assemble the initial information which will permit timely and accurate evaluation and reporting. The OIC/RSO of the live firing exercise will have the following in their possession:

- 1 Copy of the applicable range regulation
2. Guide for handling of Class V(W) materiel
- 3 NAVMC 10155, Ammunition Malfunction Data Collection Guide
- 4 Phone number for EOD

7002. MALFUNCTION AND DEFICIENCY REPORTS. MCO 8025.1 establishes procedures for preparation and submission of Ammunition Malfunction and Deficiency Reports. The NAVMC 10155 (Rev-10-71) Ammunition Malfunction Data Collection Guide will be carried by all supervisory personnel on firing exercises. The NAVMC 10155 will be used to collect the data needed to report malfunctions per MCO 8025.1. The following procedures will be followed in addition to those outlined in MCO 8025.1 when an incident/accident occurs.

1. Actions Required at Scene of the Malfunction/Accident. The senior OIC/RSO at the scene of the malfunction/accident will take the following actions:

- a. Cease firing.
- b Render assistance to casualties
- c Identify all witnesses to the malfunction.
- d. Safeguard weapons, material, or fragments which could provide evidence as to the cause of the malfunction.
- e. When a malfunction involves an injury, death, or serious damage to a weapon, the incident will be reported by the most expeditious means available to the following personnel:

(1) During working hours - Assistant Chief of Staff, G-4 (ammunition officer/chief) who in turn will notify the following personnel:

Assistant Chief of Staff, G-4.

Chief of Staff

Assistant Chief of Staff, G-3.

Division Adjutant

(2) After working hours - Command Duty Officer, who in turn will notify the Chief of Staff, AC/S G-4, AC/S G-3, Division Ammo Officer, Division Adjutant; and other personnel in conjunction with submission of a Serious Incident Report (MCO 5740.2).

f. Initiate action to photograph weapons in their positions, material, ammunition, and fragments which will provide evidence as to the cause of the malfunction. All evidence will be held for 120 days after the malfunction, pending further investigation by higher authority.

g. Store non-explosive residue in the unit armory. Explosive residue must be turned over to EOD for disposal or turned in to the nearest Ammunition Supply Point. The unit must verbally request that the explosive residue be held for investigation. This verbal request must be followed by a written request within three days of the malfunction to the ASP.

h. Request a qualified inspector to check the weapon or ammunition for serviceability. Weapons involved in a malfunction will be safeguarded by the OIC/RSO to preserve such evidence as may be available until the technical inspection is complete.

i. Identify and record lot numbers of all components of the ammunition (fuze, projectile, propellant, primer), when applicable

j. Record all evidence of unauthorized disassembly, alteration, or substitution of the ammunition and weapon involved.

k. Determine whether the ammunition was improperly handled to include crimping, striking, exposure to open flame, or if weather conditions prior to the malfunction had an affect.

l. Segregate all ammunition of the malfunctioning lot for turn in to the local ASP.

m Request EOD personnel assistance as appropriate.

n. Obtain all data and information required for malfunction reports per instructions in MCO 8025.1 and report the accident and location to the unit S-4 officer/ammo tech.

o. In cases involving injury to personnel or damage to equipment, retain all witnesses, except those injured, at the scene until the arrival of the unit's investigating officer.

## 2 Responsibilities of Unit Commanders

a. Submit a malfunction report by message per MCO 8025.1 within 24 hours after the malfunction occurs. Strict compliance is required in order to expedite submission of the report. Submission will not be delayed due to non-availability of all pertinent information. Submit a supplemental report by message when all data is not available for inclusion in the initial report or at any time additional facts or details are uncovered. Unit is authorized to submit a malfunction message without approval from higher authority per DivO 5271.2.

b. Appoint an investigating officer and immediately initiate an investigation.

c. Ensure that weapons found at fault during the investigation are suspended from use and properly labeled to prevent further use until the defect/condition is corrected or evacuation instructions are received.

d. Malfunctions that are obviously attributable to equipment or weapon deficiencies will be reported per MCO 4855.10 using DD Form 1686, Report of Deficiencies Found in Material, via the CG, 3d MarDiv (G-4/ORD).

e. Provide separate maintenance and security of the weapon fragments and pertinent debris related to the malfunction for a period of 120 days unless otherwise directed by higher authority as outlined in MCO 8025.1.

7003. MALFUNCTIONS ATTRIBUTED TO OTHER CAUSES. Supervisory and responsible personnel must be aware that malfunctions and accidents are not always caused by faulty ammunition.

1. Common malfunctions and accidents are often caused by human error or weapons failure.

a. Examples of misfires resulting from human error or weapons failure would be:

A failure to completely close the bolt/breech mechanism  
The improper assembly of firing mechanisms and firing  
locks

(3) The failure to install firing pins.

(4) A failure to replace worn or broken firing pins

(5) Weak springs in firing mechanisms and firing locks.

Dirty weapons

Improperly set head space and timing.

b Misfires will be handled by the using unit.

c. Misfire procedures will be performed and ammunition left in the weapon for the safe waiting period as prescribed by appropriate technical instructions.

d. When the specified time has elapsed, the ammunition will be removed from the weapon, all safety devices replaced and returned to the appropriate shipping container.

e. The round will be properly marked and returned to the ASP from which it was drawn.

f. EOD assistance will be required when the using unit is unable to clear the round from the weapon, or when all safety devices cannot be replaced.

2. Duds. Duds are defined as ammunition items that have failed to function as designed when fired, launched, or otherwise employed.

a. The causes of duds resulting from human error or weapons failure are:

(1) Failure to remove safety wires, pins, etc., from the fuze.

(2) The shearing off of a delay fuze on impact with rocky or hard surfaces.



A failure to properly set the fuze from a safe to an armed position

The use of improper fuzes.

b. Premature and delayed bursts may result from:

- (1 Improper fuze settings.
- (2) A failure to remove muzzle covers or other obstructions
- (3 Permitting live rounds to remain in overheated weapon chambers
- (4) Double loading mortars
- (5) Abuse or mishandling of ammunition and fuze, e.g. striking fuze, primer, or projectile against a sharp object.

7004. DEFECTIVE AMMUNITION. Occasionally ammunition is encountered with obvious defects such as mortar fuze with missing bore riding pins, artillery or tank rounds with cracked cartridge cases, dented, rusty, corroded small-arms cartridges, etc. The use of defective ammunition is prohibited.

1. Action. When defective rounds are encountered:

a. Suspend from further use the lot(s) involved and submit a defective ammunition report per MCO 8025.1.

b. Return all unused stocks to the local ASP and notify the storage personnel of the reason for return.

c. Notify the Division Ammunition Office by telephone at 622-9453/9624.

2. Submission. All defect reports will be released in message format by the unit as outlined in MCO 8025.1. Unit is authorized to submit a defect message without approval from higher authority per DivO 5271.2.

7005. NOTICE OF AMMUNITION RECLASSIFICATION (NAR). NARs are prompted by malfunctions and discrepancies reported by the using units. When it is determined that an item will no longer function as designed, a

NAR will be issued, in message format, by NAVORDCEN IMSD MECHANICSBURG, PA Code 62AL as changes to TWO24-AA-ORD-010.

1. Distribution. NARs are distributed in message format to various Address Indicating Groups (AIGs) and separate commands.
2. Format. NARs are numbered sequentially through each fiscal year.
3. Record Review. All on-hand assets will be reviewed upon receipt of each NAR. If on-hand assets are affected, they will immediately be returned to the ASP or the action in the NAR will be carried out. Furthermore, all stocks will be checked prior to acceptance from an Ammunition Supply Point (ASP).
4. NAR File. All NARs will be filed chronologically from the last NAR to the most current NAR and maintained until incorporated into the latest edition of TWO24-AA-ORD-010. All action required by the NAR will be conducted immediately.
5. Cross Reference File. A cross reference file for all Marine Corps peculiar DODICs with an "OT" COG (see TWO24-AA-ORD-030 for a complete list) from the units allowances (to include substitutes) will be maintained. The cross reference file will be utilized by the ammunition technician to screen ammunition when drawing it from the supporting ASP. A locally automated cross reference file is authorized.
6. Action. All units will maintain all NARs and a NAR cross reference file for all Marine Corps peculiar items with the "OT" COG from the units allowances (to include substitutes). All corrections will be made to NAR messages and the TWO24-AA-ORD-010 as directed in appropriate messages.

7006. AMMUNITION INFORMATION NOTICES (AINs). AINs are intended to provide general user precautions and information when applicable and are not criteria for change of condition code.

1. File Establishment. AINs are filed in numerical sequence and maintained until incorporated into the TWO24-AA-ORD-010.

a. Appendix A of TWO24-AA-ORD-010 contains a complete listing of current Ammunition Information Notices.

b. An Ammunition Information Notice cross reference in DODIC/NALC sequence is located immediately before the Ammunition Information Notices in appendix A of TWO24-AA-ORD-010.

2. Action. The unit ammunition technician or the person delivering ammunition to the range is required to review current Ammunition Information Notices, for the item being delivered and advise the RSO of any precautions or special instructions which pertain to the ammunition. It is the OIC/RSO responsibility to ensure that the AIN is followed.

7007. LOTS SUITABLE FOR OVERHEAD FIRE (OHFs). Lots suitable for overhead fire are intended to provide general user precautions and information when applicable and are not criteria for change of condition code.

1. File Establishment. OHF supplements are filed in numerical sequence and maintained until incorporated into the TWO24-AA-ORD-010

a. Appendixes B and C of TWO24-AA-ORD-010 contain a complete listing of those DODICs and lot numbers which are currently cleared/not cleared for overhead fire. Lots that are not listed as either suitable or unsuitable for overhead fire are considered not suitable for overhead fire.

b. The unit's ammunition technician or the person delivering ammunition to the range is required to review OHF supplements and the TWO24-AA-ORD-010 and advise the RSO of any precautions or special instructions which pertain to the ammunition.

2. Requesting Cleared for Overhead Fire Ammunition. The unit S-3/training section should check applicable range regulations to determine if "cleared for overhead fire" ammunition is required. If cleared for overhead fire ammunition is required, the appropriate project code (see appendix L) must be entered on the requisition. When drawing the ammunition from the supporting ASP, take the following action:

a. Screen the ammunition DODICs and lot numbers at the ASP to ensure that the ammunition is in fact cleared for overhead fire.

b. If the ammunition is not cleared for overhead fire, the person drawing the ammunition should ask the supporting ASP how it was determined that the ammunition is cleared for overhead fire.

c. If the ASP proves that the ammunition is cleared for overhead fire, the ammunition can be used for training.

d. If the ASP cannot prove the ammunition is cleared for overhead fire, request a different lot(s) of ammunition that is cleared for overhead fire. Lots that are not listed in the TWO24-AA-ORD-010 as either suitable or unsuitable for overhead fire are considered not suitable for overhead fire.

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CHAPTER 8

UNEXPLODED ORDNANCE (UXO)

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### CHAPTER 8

#### UNEXPLODED ORDNANCE (UXO)

8000. GENERAL. The purpose of this chapter is to provide information and instructions concerning responsibilities, reporting requirements, requesting procedures, and safety precautions for unexploded ordnance (UXO).

1. Explosive Ordnance. Explosive ordnance consists of all munitions containing high explosives, nuclear, biological, or chemical elements which are propelled, thrown, placed, or dropped in order to inflict damage upon structures, personnel, material, or other military objectives.
2. Explosive Ordnance Disposal. Explosive ordnance disposal is the detection, identification, field evaluation, rendering safe, recovery, and final disposal of unexploded ordnance. It may also include rendering safe or the emergency destruction, of UXO which has become hazardous by damage or deterioration, when emergency destruction of such ordnance requires techniques, procedures, or equipment which exceeds normal requirements for routine handling. The procedures employed in the disposal of UXO will be conducted by Explosive Ordnance Disposal (EOD) Teams.
3. Explosive Ordnance Incident. The suspected or detected presence of UXO which constitutes a hazard to operations, installations, personnel, or materiel.
4. Render Safe Procedures. These procedures are not totally safe and there exists an element of chance at all times when used. The procedures are classified as dangerous and will only be used by qualified EOD personnel.
5. Explosive Ordnance Reconnaissance. Initial reconnaissance involving the detection, investigation, location, verification, initial evacuation of personnel, marking, identification, and reporting of suspected explosive ordnance in order to determine further action by EOD personnel.
6. Dud. Explosive items which have failed to function as intended after projection, laying, launching, or dropping will be termed as

"dud" fired explosive ordnance and will be rendered safe or destroyed only by an EOD technician.

7. Misfire. A failure that has occurred in the initiator or ignition system of a weapon, explosive item, ordnance, or explosive charge. Misfires do not constitute an explosive ordnance incident and will be cleared by qualified personnel, following the procedures in appropriate technical manuals, who are conducting the firing at the time of the misfire.

8. Suspended Ammunition. Ammunition suspended from issue and used locally, by the supporting ASP, or worldwide by Notices of Ammunition Reclassification (NARs) as described in this Manual.

9. Unserviceable Ammunition. Ammunition determined to be unserviceable by a qualified ammunition technician (MOS 2311) because of loss of lot identity or damage due to improper handling, exposure to adverse weather conditions, or loss of packing components.

#### EXPLOSIVE ORDNANCE DISPOSAL SUPPORT

1. Combat Operations. EOD Platoon, 9th Engineer Support Battalion, 3d FSSG, provides EOD support for 3d MarDiv and all attached units. However, because of the unpredictable situations that develop in times of combat, tactical considerations will dictate the location of the EOD teams and procedures for requesting EOD support. Request for support will be as directed by the commander exercising operational control of the EOD teams.

2. Garrison Operations. While in garrison request for EOD assistance, dud disposal, range sweeps, and EOD incident reporting procedures will be per the current Group Order 8027.1 (EOD SOP).

3. Request for EOD Support. Request for EOD support will be submitted to EOD Platoon via 3d MarDiv (G-3), 3d FSSG (G-3), and 9th Engineer Spt Bn (S-3), 30 days in advance of the date support is required.

#### 4 Unit Commanders

a. Ensure that personnel are properly instructed by qualified individuals prior to field exercises, firing exercises, or range police when exposure to unexploded ordnance or other dangerous articles can be anticipated.

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b. Ensure that personnel, before entering any exercise or firing area, are warned on each occasion that all unexploded ordnance or unidentified ordnance items regardless of apparent condition are considered hazardous by any person discovering such objects. These objects will not be physically examined, touched, moved or otherwise tampered with except by qualified EOD personnel.

c. Ensure that all other types of Class V(W) classified as unserviceable, to include small arms ammunition, are turned in to the local ammunition supply point or magazine facility for appropriate disposition procedures.

5. Unexploded/Unidentified Ordnance Items. All unexploded, unidentified, deteriorated, or suspected ordnance items, including any components, are to be considered armed. Such items when found will not be subjected to the slightest movement or shock. If found, these items are to be reported as outlined in paragraph 8001.6 below.

6. Actions Upon Discovery of UXO. The following procedures will be followed by individuals upon discovery of unexploded ordnance or similar hazardous material (high explosive, chemical, illuminating, incendiary, smoke, etc.).

a. During police of ranges, field problems or exercises, mark the location of the item by placing an identifying marker nearby.

b. Discovery of UXO by individuals on hikes, picnics, hunts, etc., should be marked and reported to EOD. If the item is identified as a potential hazard, a guard will be posted in order to prevent tampering and possible personnel injuries.

c. The senior person in the organization taking charge of the item will ensure that the above steps are taken and prepare a dud report as follows:

(1 Report location

(2) Give the name grade and unit of the person making report.

(3) Give location of the subject dud (range, firing area impact area, relation to prominent road junction, landmark, or structure including grid coordinates if possible).

(4) Give identification or description of the objects and quantity of items found at the location given.



(5) If a guide is to be furnished, give name, rank, organization, and location of contact.

(6) Give any other information which may be pertinent.

(7) If the object is in an inhabited or traveled area, the person discovering the object will establish himself as a guard to direct all traffic around the area and will request the first available person to notify EOD personnel.

7. Aged or Deteriorated Ammunition. When abandoned explosives or chemical munitions of an aged or deteriorated condition are discovered, they will be considered dangerous and treated accordingly

8. Disposal of Ammunition. Disposal of ammunition is not authorized. All ammunition must be returned to the appropriate ASP for disposition. Emergency destruction of ammunition by EOD is not to be considered disposal.

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CHAPTER 9

TRAINING

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### CHAPTER 9

#### TRAINING

9000. GENERAL. Training must focus on the proper safety, handling, transportation, control, and accountability for ammunition and explosives. All personnel that use ammunition must be trained in the proper methods and procedures which will ensure safe and reliable training events.

9001. REQUIRED TRAINING. The following paragraphs contain a partial list of ammunition related training that must be taught to personnel working in ammunition related billets in order to give them the latest technical information about an increasingly and highly technical occupational field. Other ammunition related training can be given as the unit deems necessary.

1. Field Storage Procedures for Ammunition. This training should be given to all personnel in MOS 2311 and all other personnel involved with storing ammunition in the field.
2. Armory Storage of Security/Safety Ammunition. This training should be given to all personnel in MOS 2311 and armory custodians
3. Safe and Secure Ammunition Handling Procedures. This training should be given to all personnel in MOS 2311 and anyone else who handles ammunition. Training should include but is not limited to: RSOs, platoon commanders, company/battery GySgt, and squad leaders.
4. Ammunition Malfunction/Defect Reporting. This training should be given to all personnel in MOS 2311 and all officers/SNCOs/NCOs.
5. Proper Ammunition Transportation Procedures. This training should be given to all personnel in MOS 2311, all explosive drivers, and RSOs.

#### 9002 FREQUENCY OF TRAINING

1. Permanent 3d MarDiv units are required to give the above listed training semiannually on a fiscal year basis. UDP units are required to give the training once during their deployment to Okinawa; however

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this training must be given prior to the unit's handling of ammunition on Okinawa.

2. The Division Ammunition Office conducts ammunition related training on a monthly basis at a location designated by message. All ammunition technicians (MOS 2311) and those personnel serving in ammunition related billets (except for those physically in Hawaii) are required to attend. 3rd Marine Regiments Ammo Chief will hold monthly training for the 3d Marine Division Marines in Hawaii.

3. If the training conducted by the Division Ammunition Office includes any of the required training listed in paragraph 9001 above, this training may be used by the unit as part of its required training provided the personnel listed in paragraph 9001.1 through 9001.5 for each specific training period attended.

9003. QUALIFICATION AND CERTIFICATION. The current edition of MCO 8023.1 provides the requirements for the qualification and certification for Marines performing ammunition logistical duties. At a minimum, personnel listed on the unit's delegation of authority to receive class V(W) must be qualified and certified per MCO 8023.1.

1. Basic Certification of MOS 2311. Marines with MOS 2311 who have graduated from the Ammunition Basic Course, Redstone Arsenal, AL, are certified as a team member (TM). TM is the minimum certification required for performing ammunition logistical duties. Any personnel from other MOS's that will perform duties such as receipt, handling, or transportation of Class V(W) must be qualified and certified to perform such duties.

2. Training. The unit ammunition chief will train any personnel assigned to perform duties involving receipt, handling, or transportation of Class V(W). Upon completion of initial training the individual must pass a written examination administered by the Division Ammunition office.

3. Certification. Upon completion of the training and testing, the unit ammunition chief will make a written recommendation to the Chairman of the Qualification/Certification Board. Documentation of the training and testing will be reviewed by the board, and final recommendation will be entered in the record jacket for the unit commander's final decision and endorsement. Certification indicates that the individual has demonstrated the basic knowledge required to perform specific duties involving ammunition and explosives, and that

the individual should be able to consistently perform such duties in a safe and reliable manner.

4. Qualification/Certification Board Composition. The purpose of the Qualification/Certification Board is to review and recommend certification of personnel performing duties involving the receipt, handling, transportation and storage of ammunition and explosive. The board will meet at least quarterly, and will consist of the following members provided they are SNCOs:

Board Chairman - Division Ammunition Officer  
Asst Board Chairman - Division Ammunition Chief  
Board Member - 3rd Marines Ammo Chief  
Board Member - 4th Marines Ammo Chief  
Board Member - 12th Marines Ammo Chief  
Board Member - Combat Assault Battalion Ammo Chief  
Board Member - Headquarters Battalion Ammo Chief

9004. RECORDS. Units must have the following documentation on file

1. Lesson plans for all training that was given. Upon request, units can obtain copies of lesson plans for the training listed in paragraph 9001.1 through 9001.5 from the Division Ammunition Office.
2. Rosters of those personnel that attended training.
3. Rosters of those personnel that attended training conducted by the Division Ammunition Office.

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CHAPTER 10

INTERNAL CONTROLS

	<u>PARAGRAPH</u>	
GENERAL .	10000	
MONTHLY RECONCILIATION .....	10001	
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### CHAPTER 10

#### INTERNAL CONTROLS

##### 10000 GENERAL

1. Internal controls are required to evaluate the unit's ammunition program and to ensure accuracy of the ammunition accounts. Accounting for ammunition is a very important command responsibility. A commander must always have one hundred percent accountability of his ammunition; no lesser standard is acceptable. To help achieve complete accountability and accuracy, account reconciliation, and inspections will be conducted as detailed in the following paragraphs.

##### 10001 MONTHLY RECONCILIATION

1. Division Reconciliation. Each regiment and separate battalion will reconcile its ammunition account with the Division Ammunition Office on a monthly basis. Each unit will be contacted by the Division Ammunition Office to conduct the reconciliation. All SOARS files will be matched to verify all unit transactions have been captured by the Division Ammunition Office. If discrepancies exist the unit ammunition representative will be required to verify all previous transactions.

2. Unit Reconciliation. Ammunition accounts will be reconciled monthly. Each regiment and separate battalion will conduct monthly reconciliation of subordinate units prior to reconciling with the division ammunition office. Copies of the monthly reconciliations, with discrepancies noted, will be retained on file by the inspecting unit and the unit that was inspected for the remainder of that fiscal year.

10002. INTERNAL INSPECTIONS. Each unit will establish an internal inspection and reconciliation program for ammunition accounts. Each regiment will conduct inspections on their subordinate units. The permanent battalions which are not assigned to a regiment are required to do self inspections. Units can conduct these inspections and reconciliations more frequently if desired; however, the minimum requirements are listed below.

1. Utilizing the Division Ammunition LRI Checklist, each regiment with UDP battalions will conduct a joint inspection (regiment and battalion together) of each battalion within the first three months of the battalion's deployment to Okinawa. Regiments that do not have UDP battalions will inspect their subordinate units semiannually on a fiscal year basis. If conducted, inspections by the Division Ammunition Office can be substituted for the unit's inspection. Copies of these inspections with discrepancies noted will be retained on file by the inspecting unit and the unit that was inspected for three years. Prior to requesting an SAV from the Division Ammunition office, the unit should conduct an inspection as outlined in paragraph 10002 above and provide the results, prior to the SAV, to Division Ammunition and the regiment if applicable.

2. Utilizing the Division Ammunition LRI Checklist, permanent battalions which are not assigned to a regiment will be required to do self inspections semiannually on a fiscal year basis. Copies of these inspections with discrepancies noted will be retained on file by the unit for three years.



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### APPENDIX A

#### SPECIAL INSTRUCTIONS FOR TRAINING IN OKINAWA

1. Purpose. This appendix is designed to acquaint using units with specific regulations that they must be familiar with while conducting training on Okinawa.

#### 2. Requisitioning Procedures

a. Requisitioning Procedures. Requisitions for Class V(W) materiel will be submitted on DD Form 1348 or LAN MILSTRIP requisition via the SOARS program. Appendix K provide detailed instructions for completing DD Form 1348.

#### b Special Instructions

(1) DD Form 1348 or LAN MILSTRIP requisitions will be completed per the format contained in appendix K.

(2) Requisitions will be sent via the SOARS program, faxed, or hand delivered to the Division Ammunition Office. Guard mail will not be used as a means to deliver documents.

(3) Requisitions will not be accepted with altered characters (e.g.; type overs, pen changes, etc.).

(4) To assist in issuing the correct materiel for training operations, the following annotations will be noted in the remarks section of the DD Form 1348 as applicable:

a) Unit training or security ammunition (mandatory entry)

(b) For overhead firing, the use of YT1 in the Project Code Block (columns 57-59) is required.

(c) Air embarkation Shipper's Declaration For Dangerous Goods (Style F83) requested (requisitions required 35 calendar days in advance).

## AMMO SOP

(d) Sea embarkation (requisitions required 35 calendar days in advance).

(e) Pick up times (mandatory entry). Note: Units unable to arrive at the Camp Schwab ASP within 60 minutes of the pickup time will have their requisitions canceled unless the ASP has been notified and prior arrangements made for a new pickup time for that day.

c. Priorities. Refer to paragraph 3001.3 through 3001.4 of this order for proper priorities to use.

d. Notice of Delegation of Authority - Receipt of Supplies. SDB Form 4400/5 will be used to delegate the authority to request or receipt for Class V(W) material. Appendix N provides detailed instructions for completing SDB Form 4400/5. SDB Form 4400/5 will be typed and will not be accepted with altered characters (e.g., type-overs, white out, pen changes, etc.). The same Marine will not be allowed to both request and pick up the same ammunition request.

e. Modification(s). AMAs will be used to change the priority or RDD. Appendix K provide detailed instructions for completing DD Form 1348 or LAN MILSTRIP modifications. Justification is required if the AMA changes the documents to an 02 or 05 priority.

f. Cancellation(s). ACIs will be used to cancel an entire requisition. Appendix K provides detailed instructions for completing DD Form 1348 or LAN MILSTRIP cancellation(s).

g. Turn-Ins. Turn-ins of Class V(W) will be submitted on DD Form 1348-1. Appendix M provides detailed instructions for completing DD Form 1348-1. Units will provide their own 1348-1 when doing a turn-in at the ASP.

h. Special Instructions. All unexpended Class V(W) material will be returned directly to the Camp Schwab ASP immediately upon completion of the training exercise. After 1630 the vehicle will be staged overnight at the ASP and the turn-in will be done at the beginning of the next working day.

### 3. Transportation

#### a. Motor Vehicle Shipment

##### (1 Marking of Vehicles

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(a) Vehicles will display on the front, rear, and both sides of the vehicle appropriate DOT explosive signs and prominent hazard signs measuring 50 centimeters (19.5 inches) in length and 35 centimeters (13.6 inches) or longer in height with the Japanese symbol for "FIRE" in white on a red background. Luminous or fluorescent paint will be used when possible.

(b) In any instance of hauling explosives at night, additional red light escort vehicles are required to the front and rear of the vehicle(s) hauling explosives. Law enforcement and roadmaster vehicles with red lights that are visible from front and rear for 150 meters are the only authorized escort vehicles.

### (2) Special Instructions

(a) The weight of the load cannot exceed 80 percent of the maximum loading capacity of the carrying vehicle, except when loads consist of low hazard items such as fuzes, ball cartridges, blank/practice cartridges, and projectiles.

(b) When explosives in excess of 2,000 lbs Net Explosive Weight (NEW) are to be carried, notice of the shipment must be given to the Prefecture Police Headquarters.

b. Air Shipment. The unit will be responsible for:

1 Preparing requisitions

(2) Coordinating aviation support and preparing proper plans and hazardous materiel certifications.

(3) Ensuring the loading zone meets the explosive dist requirements as outlined in NAVSEA OP 5 vol. 1.

(4) Ensuring that sufficient Material Handling Equipment (MHE) is on hand.

(5 Pick-up, and transportation of ammunition to the airfield.

c Water Shipment Water shipments are governed by CFR 46

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### APPENDIX B

#### SPECIAL INSTRUCTIONS FOR TRAINING IN MAINLAND JAPAN

1. General. This appendix is to provide the unit commander the necessary guidance required to requisition Class V(W) material for training at Camp Fuji, Japan and other locations in mainland Japan.
2. MARSO. Class V(W) material is prepositioned at Fleet Activities Yokosuka, and Sasebo by the Commander, Marine Forces Pacific and the Commanding General, III MEF. The ordnance department of Fleet Activities Yokosuka and the Marine Corps Liaison Officer are responsible for reviewing the current MARSO and requisitioning Class V(W) materials for the 3d MarDiv. The Division Ammunition Office will review all training assets and future training requirements and recommend changes as necessary.
3. Requisitioning Procedures
  - a. General. Training assets utilized in mainland Japan must be trucked from Fleet Activities Yokosuka or Sasebo by commercial trucks. This is an expensive process and training requirements must be carefully reviewed to prevent double movement.
  - b. Requirements. Training requirements are consolidated (to include all attached units) by the regimental headquarters, if applicable, and submitted to CG, 3d MarDiv (G-4/Ammo). All ammunition requirements are requisitioned via message by the Division Ammunition Office.
  - c. Format. Training requirements, cancellations, or modifications prior to the RDD will be submitted in LAN or message format.
  - d. Lead Time
    - (1) Thirty-five (35) days prior to the required delivery date for training to be conducted at Camp Fuji and artillery relocation exercises.

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(2) Sixty-five (65) days prior to the required deliver date for areas in mainland Japan other than Camp Fuji and artillery relocation training, such as, bilateral training exercises, .

e. Documents. DD Form 1348 will be utilized to requisition ammunition from the ASP at Camp Fuji. These requisitions may be handwritten.

### 4 Transportation

a. Motor Vehicle Shipment. All transportation requirements contained in chapter 4 will be followed.

b. Air Shipment The unit will be responsible for:

1 Preparing requisitions

(2) Coordinating aviation support and preparing proper load plans and hazardous materiel certifications.

(3) Ensuring the loading zone meets the explosive distance requirements as outlined in NAVSEA OP 5 vol. 1.

(4) Ensuring that sufficient Material Handling Equipment (MHE) is on hand.

### 5 Security

a. General. Security requirements are outlined in OPNAVINST 5530.13 and MCO 8020.10.

b. Special requirements. Special requirements have been imposed by HQMC regarding the movement of security risk category I materials. The following are considered the minimum:

(1) An officer or SNCO must escort and sign for all SRC I materiel.

(2) Two armed guards must escort all category I material. The officer or SNCO may act as one of the guards, however, the driver of the vehicle may not.

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### 6 Retrograde

a. General. Using units are responsible for returning all expended ammunition components to the ASP at Camp Fuji.

b. Certificate of Inspection. Units are responsible for ensuring all expended components are free of live ordnance.

c. Documents. DD Form 1348-1 will be utilized to turn-in retrograde material.

7. Accountability. The parent command is responsible for accounting for the attached unit's training allowance.

### 8 Turn-In Procedures

a. General. DD Form 1348-1 will be utilized for all returns. Only serviceable assets will be credited to the unit training allowance.

b. Special Requirements. MCO 8020.10 requires the ASP to request an investigation when unusually large quantities of ammunition items are returned and the lot number is lost, or ammunition is rendered unserviceable due to mishandling.

9 Restricted Ammunition. See A-4 para #4

10. Special Instructions. Prior to leaving Camp Fuji, the using unit will reconcile their ammunition account with Camp Fuji ASP.

11. Expenditure Reports. Off-island Expenditure Reports are due to the CG, 3d MarDiv (G-4/Ammo) within 10 working days after the completion of the training operation. The Off-island Expenditure Report will be completed as identified in appendix F. HQMC Class V(W) Expenditure Report Forms will be prepared and maintained by the unit following the procedures identified in appendix H.

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### APPENDIX C

#### SPECIAL INSTRUCTIONS FOR TRAINING IN KOREA

##### 1. Introduction

a. This appendix is not intended to be a complete text of ammunition procedures for Korea. It is intended to provide the unit commander the necessary guidance required to requisition Class V(W) materiel for training in Korea and provide useful information regarding ammunition supply procedures, transportation, and any unique procedures established by the Army.

b. For in-depth information regarding ammunition procedures while operating in Korea, contact the 3d FSSG Liaison Team and the supporting CSSD located at Taegu, Korea, phone number DSN 768-7849/8485.

c. Class V(W) material in Korea is requisitioned from Army ammunition stocks through the 19th Support Command, Eighth U.S. Army. A MARSO is published annually by Commander, Marine Forces Pacific, and CG, III MEF with authorized allocations for Marine Corps units training in the Republic of Korea (ROK). 3d Marine Division G-4/Ammo sends requests through 3d FSSG Liaison Team, and the supporter, CSSD provides Class V(W) supply support to the training units.

##### 2. Normal SAACT Hours of Operation

a. Ammunition facilities will be open daily except for Wednesdays, weekends, holidays (American or Korean), and other announced closings.

(1 Summer Schedule 0730-1130 and 1230-1630

2) Winter Schedule: 0800-1200 and 1300-1700

b Holidays are as follows:

	ROK	TRADITIONAL KOREAN
US LEGAL HOLIDAYS	LEGAL HOLIDAYS	HOLIDAY (LUNAR)

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1 January (New Year's Day)	1 thru 3 January (New Year)	Lunar New Year
3d Monday, January (King's Birthday)	1 March (Independence Day)	Buddha's Birthday
3d Monday, February (Presidents')	10 March (Labor Day)	Chu-suk Day
Last Monday May (Memorial Day)	5 April (Arbor Day - ROK Holiday)	
4 July (Independence Day)	5 May (Children's Day)	
1st Monday, September (Labor Day)	6 June (Memorial Day)	
2d Monday, November (Columbus Day)	17 July (Constitution Commemoration Day)	
4th Thursday, November (Thanksgiving Day)	15 August (Liberation Day)	
25 December (Christmas)	1 October (ROK Armed Forces Day)	
	3 October (Foundation Day)	
	9 October (Hangul Proclamation Day)	
	25 December (Christmas)	

(NOTE: Any calendar day designated as a U.S. holiday by law or Executive Order of the President of the United States, or any other calendar day designated as a Korean holiday by the Republic of Korea will be observed as a holiday).



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### 3. Requisitioning Procedures

a. Requirements. Training requirements are consolidated (to include all attached units) by the regimental headquarters and submitted to CG, 3d MarDiv (G-4/Ammo). All ammunition requirements are requisitioned via message by the Division Ammunition Office. Requisitions are sent to the 3d FSSG Liaison Team at Taegu, Korea.

b. Format. Training requirements will be submitted in letter format or by OMB E-mail

c. Lead Time. 45 calendar days prior to the required delivery date. The liaison will arrange the requisitions and pick up ammunition from the 19th Support Command. The requisition will have the supporting CSSD's RUC entered in the supplementary address block in order for the CSSD to pick up and store the ammunition. The training unit will requisition, receive and turn-in ammunition to the CSSD only.

### 4 Ammunition Supply Procedures

a. Introduction. This section describes the ammunition supply procedures used by the local SAACT to:

(1 Delegate authority to request/receive ammunition (DA Form 1687)

(2) Request ammunition.

(3 Turn-in ammunition.

(4) Account for ammunition

b Delegation of Authority (SDB 4400/5)

(1) An officer to approve requests for issue of ammunition will be appointed, in writing, by each unit. Upon appointment, the approving officer will forward a copy of the appointing order along with a copy of SDB 4400/5 to designate personnel who can sign block 7a of the ammunition request. Create form IAW appendix N.

(2) The Commander should appoint, in writing, a responsible officer (normally the S-4) for ammunition. The responsible officer

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can then delegate individuals to request and/or receive ammunition through the use of a SDB 4400/5.

(a) Recommend that there be no less than two people (one being the responsible officer) authorized to request ammunition and no more than eight authorized to receipt for ammunition. The responsible officer may delegate only commissioned officers, warrant officers, or SNCOs to request ammunition.

(b) Three copies of the SDB 4400/5 is submitted to the local SAACT operations office. Copies of the responsible officer's orders will accompany each SDB 4400/5.

(c) A new SDB 4400/5 will be submitted whenever the responsible officer changes or when personnel authorized to request and receipt for ammunition changes.

(3) Failure to have a valid and current SDB 4400/5 will result in not being able to draw ammunition.

NOTE: You must submit SDB 4400/5 to each SAACT officer that you receive support from.

### 5. Request for Issue

a. Documents. DD Form 1348 (6part) will be utilized to requisition ammunition from the Field ASP

b On the day of pick-up, the unit is responsible for providing:

(1 Enough trucks to pick-up the requested ammunition

(2) DD Form 626 EK (Bilingual Motor Vehicle Inspection).

(3) Required materials - fire extinguisher(s), cargo straps, tarp(s), equipment organic to the vehicle, and proper placards (Explosive A or B) as required for each vehicle (total of four per vehicle).

4) Armed guards

(5) An authorized individual to receive ammunition, as indicated on the SDB 4400/5.

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### 6 Ammunition Turn-In Procedures

a. Upon completion of range firing, units must turn in all unexpended ammunition and all salvageable ammunition components and packing materials. Ensure that the ammunition and residue turned in reflects what is "owed" back to the field/ASP.

b. Ammunition sent back to the depot in a serviceable condition will be credited to the ammunition account.

### 7 Security

a. General. Security requirements are outlined in OPNAVINST 5530.13 and MCO 8020.10.

b. Special Requirements. Special requirements have been imposed by Headquarters, Marine Corps regarding the movement of security risk category (SRC) I materiel. The following are considered minimum:

(1) An officer or SNCO must escort and sign for all SRC I material

(2) Two armed guards must escort all SRC I material. The officer or SNCO may act as one of the armed guards; however, the driver of the vehicle may not.

### 8. Retrograde

a. Using units are responsible for returning all expended components to the ASP. These components include, but are not limited to:

1 Grenade pins

(2) Brass.

(3) Fiber containers.

(4) Wooden boxes.

(5) Links.

(6) Bandoleers.

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### 7) Fuze pins

b. Units are responsible for ensuring all expended ammunition components are free of live ordnance. Compliance with paragraph 3009.3 herein is mandatory.

c. Documents, (DD Form 1348-1) will be utilized for the turn-in retrograde material.

d. The parent command is responsible for accounting for the attachments training allowances.

9. Malfunctions. Refer to chapter 7 for detailed instructions pertaining to malfunctions.

### 10 Misfires

a. Upon completion of the range, misfires will be placed back in the original containers, marked "MISFIRE" and returned to the supporting CSSD.

b. Turned in misfires are considered to be unserviceable

c. All safety clips or pins must be replaced prior to turn-in

11. Special Requirements. MCO 8020.10 requires the ASP to request an investigation when unusually large quantities of ammunition items are returned and the lot number is lost, or ammunition is rendered unserviceable due to mishandling.

### 12 Expenditure Reports

a. Expenditure Reports. Off-Island Expenditure Reports and HQMC Class V(W) Expenditure Reports are due to the CG, 3d MarDiv (G-4/Ammo) within 10 working days after the completion of the training operation. The Off-Island Expenditure Report will be completed as identified in appendix F, and the HQMC Class V(W) Expenditure Reports will be completed as identified in appendix H.

b. The Army also has expenditure report requirements [brass expenditure, lost packing materials, security risk category (SRC I and II expenditures, etc.)] the unit must sign prior to departure from Korea. Contact the 3d FSSG Liaison Team located at Taegu, Korea or

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the local Surveillance and Accountability Control Team in your area of operation for more information about these forms. Failure to sign these forms prior to departure from Korea could result in an official investigation.

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### APPENDIX D

#### SPECIAL INSTRUCTIONS FOR TRAINING IN THE PHILIPPINES, THAILAND, AND AUSTRALIA

1. General. This appendix is intended to provide the unit commander the necessary guidance required to requisition Class V(W) material for training in the Philippines, Thailand, and Australia. Coordinating instructions have been included to ease the coordination problems experienced by past units training in these locations.

2. MARSO. All training ammunition utilized in these locations is requisitioned from Ammo Co, 3d SupBn, and prepared for sea or air shipment.

#### 3. Requisitioning Procedures

a. Requisitioning Procedures. Requisitions for Class V(W) materiel will be submitted on DD Form 1348 or LAN MILSTRIP requisition. Appendixes K provide detailed instructions for completing DD Form 1348.

#### b. Special Instructions

(1) DD Form 1348 or LAN MILSTRIP requisitions will be typed per the format contained in appendix K.

(2) Requisitions will be sent via LAN (SOARS) or hand delivered to the Division Ammunition Office. Guard mail will not be used as a means to deliver documents.

(3) Requisitions will not be accepted with altered characters (e.g.; type-overs, pen changes).

(4) To assist in issuing the correct material for training operations, the following annotations will be noted in the remarks section of the DD Form 1348 as applicable:

(a) Unit training or security ammunition (mandatory entry)

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(b) For overhead firing, the use of YT1 in the Project Code Block (columns 57-59) is required.

(c) Air embarkation Shipper's Declaration For Dangerous Goods requisitions must be submitted 35 calendar days in advance.

(d) Sea embarkation (requisitions required 35 calendar days in advance).

(e) Pick up times (mandatory entry). Note: Units unable to arrive at the Camp Schwab ASP within 60 minutes of the pickup time will have their requisitions canceled unless the ASP has been notified and prior arrangements made for a new pickup time for that day.

c. Priorities. Refer to paragraph 3001.3 through 3001.4 of this Manual for the proper priorities to use.

d. Notice of Delegation of Authority. SDB Form 4400/5 will be used to delegate personnel the authority to request or receipt for Class V(W) material. Appendix N provides detailed instructions for completing SDB Form 4400/5. SDB Form 4400/5 will be typed and will not be accepted with altered characters (e.g., type overs, whiteout, pen changes, etc.). The same Marine will not be allowed to both request and pick up ammunition.

e. Modification(s). AMAs will be used to change the priority or Required Delivery Date (RDD). Appendix K provides detailed instructions for completing DD Form 1348 or LAN MILSTRIP modifications. Justification is required if the AMA changes the documents to an 02 or 05 priority.

f. Cancellation(s). AC1s will be used to cancel an entire requisition. Appendix K provides detailed instructions for completing DD Form 1348 or LAN MILSTRIP cancellation(s) or partial cancellation(s).

g. Turn-Ins. All ammunition that is taken to these locations and not expended must be taken back to the ASP it was drawn from. Under no circumstances will any ammunition be left without the approval of the CG, 3d MarDiv.

h. Special Instructions. All unexpended Class V(W) material will be returned directly to the ASP immediately upon arriving from the training exercise. After the hours of 1630, the vehicle(s) will be

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staged overnight at the ASP and the turn-in will be done at the beginning of the next working day.

### 4 Transportation

a. Motor Vehicle Shipment. Refer to chapter 4 of this Order for detailed transportation instructions.

b. Air Shipment. The unit will be responsible for

1 Preparing requisitions

(2) Coordinating aviation support and preparing proper load plans and hazardous materiel certifications.

(3) Ensuring the loading zone meets the explosive distance requirements as outlined in NAVSEA OP 5 vol. 1.

(4) Ensuring that sufficient Material Handling Equipment (MHE) is on hand.

c. Water Shipment. Water shipments are governed by CFR 46.

(1) All 1348 requisitions for sea shipment will be annotated "Sea Shipment" and will have the advice code "SS" entered in blocks 65-66 on the DD Form 1348.

(2) All E-mail requisitions for sea shipment will have the advice code "SS" entered in blocks 65-66 on the LAN MILSTRIP.

(3) Sea shipment requisitions are required to be submitted to the Division Ammunition Office at least 35 calendar days in advance of the RDD. The using unit will be responsible for coordinating all transportation requirements.



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APPENDIX E

CLASS V(W) ANNUAL MARSO REQUIREMENT FORMAT

<u>DODIC</u>	<u>Location</u>	<u>Qty</u>	<u>Quarter</u>
(1)	(2)	(3)	(4)

Explanation of columns:

- 1 Department of Defense Identification Code. Listed in DODIC sequence.
- 2 - RIC of the country's location for each DODIC. MR1=Okinawa, M76=Japan (Fuji, Yokosuka or Sasebo), KOR=Korea and M64=Hawaii.

Quantity of the unit's authorized allowance for each location.

Fiscal quarter the unit utilizing the ammunition.

NOTE 1 Group locations and quarters per DODIC. Example:

<u>DODIC</u>	<u>Location</u>	<u>Qty</u>	<u>Quarter</u>
A059	MR1	200,000	1
A059	MR1	300,000	2
A059	MR1	400,000	3
A059	M76	500,000	1
A059	KOR	500,000	1
A059	M64	500,000	1
A059	M64	500,000	2

NOTE 2 Quarter column may not be necessary depending on the updated version of the SOARS.

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## APPENDIX F

### OFF-ISLAND EXPENDITURE REPORT FORMAT

The following is an enclosure example for an off-island expenditure report.

<u>Ser #</u>	<u>DODIC</u>	<u>Qty Auth</u>	<u>Qty Exp</u>	<u>Qty Grade III</u>	<u>Qty Turned-In</u>
(1)	(2)	(3)	(4)	(5)	(6)

#### Exception Data

(7) Exception Data is entered at the end of the report

#### Explanation of columns:

- 1 - Serial number from MILSTRIP request.
- 2 - Department of Defense Identification Code.
- 3 - Quantity requested on MILSTRIP request.
- 4 - Quantity expended (see note 2).
- 5 - Quantity turned in unserviceable (see notes 2 and 3)
- 6 - Quantity turned in (see note 1 and 3).
- 7 - Enter exception data (see note 5).

Note 1 If items are turned into a location other than where drawn, annotate the turn-in location.

Note 2 If items are turned into a location other than where drawn, items will be considered expended.

Note 3 Items that were completely canceled either telephonically or by a status message from the supply source will not be entered on this form. Items that were partially canceled either telephonically or by a status message from the supply source will include only that portion that was not canceled.

Note 4 Column 3 will equal the sum of columns 4, 5, and 6

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Note 5 Any reason(s) requested ammo was substituted or not fired will be entered as exception data (range closure, fire condition, bad weather, foreign holiday, NAR, local suspension, etc).

# AMMO SOP

## APPENDIX G

### FORMAT FOR QUARTERLY AND END OF FISCAL YEAR CLASS V(W) EXPENDITURE REPORT

<u>DODIC</u>	<u>Nomenclature</u>	<u>Qty Auth</u>	<u>Qty Exp</u>	<u>Remarks</u>
(1)	(2)	(3)	(4)	(5)

#### Exception Data

(6) Exception Data is entered at the end of the report

#### Explanation of columns:

- 1 - Department of Defense Identification Code (list in DODIC sequence).
- 2 - Brief nomenclature.
- 3 - Total quantity authorized by 3d MarDiv.
- 4 - Total expended for fiscal year.
- 5 - Remarks column will annotate the expended DODIC and quantity substituted. For example, if the unit requested 20 A011 but was substituted 20 A017 and expended the item, A017/20 should be annotated on the remarks column. The substituted quantities under the Remarks column will not be included in the Qty Expended column.
- 6 - Exception data are DODICs and quantities of ammo not expended due to unforeseen events. Examples are: A064- 10,000 not expended due to fire conditions in Fuji 99-2. Ammo not expended due to unit called out to Iraq from Jan to May 99. Specific events need to be identified.

\*Note: The expenditure report in SOARS may also be used in the future.

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HOMC CLASS V(W) EXPENDITURE REPORT (REV DTD 6 APR 98)

Per the reference, the following Class V (W) expenditure report is completed: Range (s) and date (s)

REV DTD 6 APR 98) (Modified by 3dMarDiv Ammo Office 27 Apr 99)

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### APPENDIX I

#### SERIALIZED ITEM EXPENDITURE REPORT

This appendix is provided to give units the format for submitting Serialized Item Expenditure Reports. There are three formats which may be used.

1. The unit can send the report to Division Ammunition in Message Text Format (MTF) as an attachment via E-mail. Paragraph 2, line 3 is repetitive for as many items as were expended.

##### Format #1:

```
RTTUZYUW RUMBABA0448 0680448-UUUU--RUWFSUU RUHBABA.
ZNR UUUUU
R 0900448 MAR 99 ZYB
FM CG THIRD MARDIV//G4/AMMO//
TO MARCORSYSCOM WASHINGTON DC//AM//
INFO COMMARFORPAC//G-4GA//
CG III MEF//G-4/AMMO//
WPNSTA SEAL BEACH FALLBROOK ANNEX//5133//
NAVSURFWARCENDIV CRANE IN//403//
(Add local ASP PLAD(s) where serialized items were drawn and appropriate authority
within the chain of command)
UNIT PLAD//S-4//
UNIT PLAD//S-4//
BT
UNCLAS //N08000//
MSGID/GENADMIN/DIVAMMO//
SUBJ/EXPENDITURE REPORT FOR SERIALIZED CLASS V(W) ?-99//
POC/CHAVEZ/GYSGT/3D MARDIV AMMO/DSN 622-9624/9453//
RMKS/1. GENERAL INFORMATION:
  A. UIC: M13170
  B. GEO LOC/DODAAC: OKINAWA, JAPAN, 3D BN, 7TH MARINES
  C. DATE OF EXPENDITURE: 990312
  D. EXERCISE NAME/NUMBER: N/A
  E. POC/RO: 1STLT PERFECT, I.B., DSN 645-4357
2. EXPENDITURE INFORMATION (READ IN FIVE COLUMNS)
  NO.    DODIC      MSL SER#      MSL LOT#      MOE
  1.     C995      00001      MCG88G001-001  TRN
  2.     C995      00002      MCG88G001-001  EOD
  3.     PB93      00344      CJR-4948-12    TRN
```

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### 3. DOCUMENT NUMBERS ISSUED/RECEIVED ON:

- A. C995 DOC# M1317090870001
- B. PB93 DOC# M1317090870002

4. REMARKS: (Include other data that may be relevant to the missile expenditure: Type of test, malfunction report DTG if appropriate, if serial number on a box did not match serial number on missile (give details) etc...

2. The unit can also send the report via E-mail through the OMB account for that unit and include only those items between the remarks line and paragraph 3.

### Format #2:

To: g4ammosmb@3div.usmc.mil  
Cc:  
Bcc:  
From: roperrt@3div.usmc.mil  
Subject: SERIALIZED ITEM EXPENDITURE REPORT  
Date: Monday, May 15, 1999 12:22:36 JST  
Attach:  
Certify: Y  
Forwarded by:

-----  
RMKS/1. GENERAL INFORMATION:

- A. UIC: M13170
- B. GEO LOC/DODAAC: OKINAWA, JAPAN, 3D BN, 7TH MARINES
- C. DATE OF EXPENDITURE: 990412
- D. EXERCISE NAME/NUMBER: N/A
- E. POC/RO: 1STLT PERFECT, I.B., DSN 645-4357

### 2. EXPENDITURE INFORMATION (READ IN FIVE COLUMNS)

NO.	DODIC	MSL SER#	MSL LOT#	MOE
1.	C995	00001	MCG88G001-001	TRN
2.	C995	00002	MCG88G001-001	EOD
3.	PB93	00344	CJR-4948-12	TRN

### 3. DOCUMENT NUMBERS ISSUED/ RECEIVED ON:

- A. C995 DOC# M1317090870001
- B. PB93 DOC# M1317090870002

4. REMARKS: (Include other data that may be relevant to the missile expenditure: Type of test, malfunction report DTG if appropriate, if serial number on a box did not match serial number on missile (give details) etc...

3. The unit can send a typed report via normal correspondence and include the same items identified below.

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Format #3:

8000  
G4AMMO  
12 May 99

From: Commanding Officer, 4th Marines  
To: Commanding General, 3d Marine Division, (G-4/Ammo)

Subj: EXPENDITURE REPORT FOR SERIALIZED CLASS V(W)

1. The below listed information is submitted

GENERAL INFORMATION:

- A. UIC: M13170
- B. GEO LOC/DODAAC: OKINAWA, JAPAN, 3D BN, 7TH MARINES
- C. DATE OF EXPENDITURE: 990412
- D. EXERCISE NAME/NUMBER: N/A
- E. POC/RO: 1STLT PERFECT, I.B., DSN 645-4357

2. EXPENDITURE INFORMATION

NO.	DODIC	MSL SER#	MSL LOT#	MOE
1.	C995	00001	MCG88G001-001	TRN
2.	C995	00002	MCG88G001-001	EOD
3.	PB93	00344	CJR-4948-12	TRN

3. DOCUMENT NUMBERS ISSUED/RECEIVED ON:

- A. C995 DOC# M1317090870001
- B. PB93 DOC# M1317090870002

4. REMARKS: (Include other data that may be relevant to the missile expenditure: Type of test, malfunction report DTG if appropriate, if serial number on a box did not match serial number on missile (give details) etc...

I. B. PERFECT  
By direction



## APPENDIX J

## INSTRUCTIONS

1. Calendar date document was posted.
2. Document number (Julian Date and Serial Number only).
3. Type of Transaction - Issue (B7A), Return (B6A), or Cancellation (AC1).
4. Quantity increased or decreased (as applicable).
5. Quantity available for training. The starting quantity will be what is authorized by CG, 3d Marine Division for that fiscal year.
6. Total quantity expended.
7. Location where ammunition was expended or turned in.
8. Unit of Issue (i.e., ea, ft, cn).
9. Unit pack (example: A059 - 140/840/1680).
10. DODIC.
11. Nomenclature.

NOTE: This example is not to be used to account for security/dummy ammunition. See appendix O for an example of security/dummy NAVMC 10774 card.

NAVJAG 10774 (FEB. 4-85)

[illegible]

## APPENDIX K

## INSTRUCTIONS

- [illegible]

## AMMO SOP

### LAN MILSTRIP REQUISITION (AOD)

These examples should be used for initial ammunition requests, requests to supply ammunition to another unit using the supplementary address block, or request ammunition to be pre staged at the Camp Schwab Ammunition Supply Point. The following example explains what information should be used in certain fields on MILSTRIP requisitions, etc...

AOD/MR1/O/BLNK/A059/EA/00100/M13001/5138/5555/R/BLNK/W/BF/BLNK/BLNK/  
12/148/BLNK

NOTES: 1. When an element of data is not applicable, the field will be recognized and entered as "BLNK".

2. The request must come from or be forwarded to Division ammunition by a Marine authorized to requisition ammunition per the unit's Delegation of Authority card. The unit ammunition technician may initiate the request, but may not directly submit a requisition. Requests must be forwarded through the Regimental S-4 if applicable.

3. When submitting numerous requisitions in which the basic data remains constant, the following abbreviated format may be used.

AOD/MR1/O/BLNK/DODIC BELOW/EA/QTY BELOW/M13001/8138/SER NO  
BELOW/R/BLNK/W/BF/BLNK/BLNK/12/148/BLNK

DODIC	QTY	SER NO
A011	00400	5555
A059	01680	5556
A080	04000	5557
A131	04000	5558
C256	00300	5559
G950	00001	5510

Note: Attach the appropriate SOARS files at the bottom of each request.

### EMAIL EXAMPLE OF AMMUNITION MILSTRIP (AOD)

To: ammodet3div.usmc.mil  
Cc:  
Bcc:  
From: johnsona@3div.usmc.mil  
Subject: PROPER AOD REQUEST  
K-2

AMMO SOP

Date: Thursday, April 27, 1998 10:07:53 JST  
Attach:

Certify: N  
Forwarded by:  
-----

From: Commanding Officer, 3d Battalion, 3d Marines  
To: Operations Officer, Ammunition Supply Point, Camp Schwab  
Via: (1) Commanding Officer, 4th Marines (S-4/Ammo)  
(2) Commanding General, 3d Marine Division (G-4/Ammo)

Subj: AMMUNITION MILSTRIP (AOD)

KILO Co, 3d Bn, 3d Mar

AOD/MR1/0/BLNK/DODIC BELOW/EA/QTY BELOW/M13210/7317/SER NR BELOW/  
R/BLNK/W/BF/BLNK/BLNK/12/001/BLNK/

DODIC	QTY	SER NR
A011	00400	5555
A363	01800	5556
B519	00464	5557
B546	00384	5558

TOTAL TRANSACTIONS - 4

NOTE: PICK UP TIME: 0600  
PICK UP DATE: 1 JANUARY 98

Note: Attach the appropriate SOARS files at the bottom of each request.

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EMAIL EXAMPLE OF AMMUNITION MILSTRIP (AOD) SUBRUC'D

To: ammodet3div.usmc.mil  
Cc:  
Bcc:  
From: cazaresc@3div.usmc.mil  
Subject: PROPER SUBRUC REQUEST  
Date: Thursday, April 27, 1998 9:38:00 JST  
Attach:  
Certify: N  
Forwarded by:

-----  
From: Commanding Officer, 3d Battalion, 3d Marines  
To: Operations Officer, Ammunition Supply Point, Camp Schwab  
Via: (1) Commanding Officer, 4th Marines (S-4/Ammo)  
(2) Commanding General, 3d Marine Division (G-4/Ammo)

Subj AMMUNITION MILSTRIP (AOD)

KILO Co., 3d Bn, 3d Mar

AOD/MR1/0/BLNK/DODIC BELOW/EA/QTY BELOW/M13210/7317/SER NR BELOW/  
R/M13151/X/BF/BLNK/BLNK/12/001/BLNK/

DODIC	QTY	SER NR
A011	00400	5555
A363	01800	5556
B519	00464	5557
B546	00384	5558

TOTAL TRANSACTIONS - 4

NOTE: PICK UP TIME: 0600  
PICK UP DATE: 1 JANUARY 98

\*PLEASE NOTE AN "X" IN THE SIGNAL CODE

Note: Attach the appropriate SOARS files at the bottom of each request.

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EMAIL EXAMPLE OF AMMUNITION MILSTRIP (AOD) PRESTAGED

To: ammodet3div.usmc.mil  
Cc:  
Bcc:  
From: johnsona@3div.usmc.mil  
Subject: PROPER AOD REQUEST FOR PRESTAGE OF AMMO  
Date: Thursday, April 27, 1998 9:18:13 JST  
Attach:  
Certify: N  
Forwarded by:  
-----

From Commanding Officer, 3d Battalion, 3d Marines  
To: Operations Officer, Ammunition Supply Point, Camp Schwab  
Via: (1) Commanding Officer, 4th Marines (S-4/Ammo)  
(2) Commanding General, 3d Marine Division (G-4/Ammo)

Subj AMMUNITION MILSTRIP (AOD) PRESTAGE

KILO Co., 3d Bn, 3d Mar

AOD/MR1/0/BLNK/DODIC BELOW/EA/QTY BELOW/M13210/7317/SER NR BELOW/  
R/BLNK/W/BF/BLNK/BLNK/12/001/PS/

DODIC	QTY	SER NR
A011	00400	5555
A363	01800	5556
B519	00464	5557
B546	00384	5558

TOTAL TRANSACTIONS - 4

NOTE: PRESTAGE TIME: 0600  
PRESTAGE DATE: 1 JANUARY 98

PICK UP TIME: 0600  
PICK UP DATE: 2 JANUARY 98

Note: Attach the appropriate SOARS files at the bottom of each request.

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APPENDIX L

PROJECT/ADVICE CODES

The following project codes will be used by units within 3d MarDiv.

Project

Code

Purpose

For normal training requirements when ammunition cleared for overhead fire is **NOT** required

For normal training requirements when ammunition cleared for overhead fire **IS** required

For Fam Fire (DODICs A011 & A363 only) and supporting EOD requirements during non-joint/combined exercises

NOT USED

For training in direct support of VIP/Congressional demonstrations or under special allowance approvals issued by CG MCCDC, code (C465).

Same as YS3, except lots cleared for overhead fire are required

YS4/YT4

NOT USED

NOT USED

NOT USED

For units assigned to a Special MAGTF. Used only while attached or assigned

For joint/combined exercises, i.e., Cobra Gold, TITP, KITP, & Team Spirit. Also use for Title-X requirements

For Miscellaneous use, when no other project is appropriate. Contact Div Ammo prior to using this code

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The Project Code on requisitions can no longer be used when identifying sea & air shipments, security, and prestage requirements. The Advice Code will now be used for this purpose. The following Advice Codes apply for Okinawa-based units:

### Advice

<u>Code</u>	<u>Purpose</u>
SS	Pack for sea shipments
AS	Pack for air shipments
CA	Security ammunition
PS	Prestage

NOTE: If sea & air shipments or security ammo requisitions require prestaging, annotations must be made on the requisitions so this office can coordinate both requirements with the supporting ASP.





# AMMO SOP

## APPENDIX N

### SDB 4400/5 DELEGATION OF AUTHORITY

#### INSTRUCTIONS

1. Date form is prepared.
2. Unit.
3. Camp at which the unit is located.
4. Last name, first name, and middle initial.
5. Social Security Number.
6. Indicate what type of authority is authorized with an "X".  
The same person cannot requisition and receive.
7. Signature and initials.
8. The authority to:
  - a. Delegates to: Requisition or receipt.
  - b. Withdraws from: Individuals names to be removed from previously submitted cards.
9. Remarks: Enter the statement, "All Marines listed above have been screened for A&E duties and page 11 statements entered in their SRBs per DivO P8000.5"
10. Unit.
11. Unit ID code (UIC/RUC).
12. Commanding officer's name.
13. Commanding officer's rank.
14. Commanding officer's telephone number.
15. Date authorization expires:
  - a. Rotating battalions/batteries date of rotation.
  - b. All others "N/A".
16. Commanding officer's signature (only).

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
					1
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
2			3		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
4	5	6	6	7	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE. THE AUTHORITY TO:					
8					
REMARKS					
9					
I ASSUME FULL RESPONSIBILITY					
UNIT			RUC		
10			11		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
12	13	14	15	16	

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## APPENDIX O

## NAVMC 10774 CARD FOR SECURITY/DUMMY AMMUNITION

## INSTRUCTIONS

1. NSN/DODIC.
2. Nomenclature (to include model number).
3. Lot number.
4. Condition code.
5. Julian date document was posted.
6. Document number, monthly or annual inventory as applicable.
7. Transaction Code - issue (B7A), return (BWA), cancellation (AC1), and other codes listed in UM-4400-124, pg 3-10-19.
8. Quantity increased.
9. Quantity decreased.
10. Quantity available for issue.
11. Accountable balance.

NOTE: This example is only to be used to account for security/dummy ammunition. See appendix J for an example of NAVMC 10774 (modified) accounting record.

[illegible]



## AMMO SOP

### APPENDIX Q

#### SECURITY AMMUNITION LOGBOOK

1. General. This logbook will be utilized for issuing ammunition for security purposes only and will not be used for issues in excess of 24 hours or more. Security ammunition for periods of 24 hours or more will be issued on NAVMC 10359.

#### 2 Format

<u>NAME</u>	<u>SSN</u>	<u>DATE/TIME</u> <u>ISSUE</u>	<u>QTY</u> <u>ISSUED</u>	<u>DODIC</u>	<u>LOT NO.</u>	<u>SIGNATURE</u>	<u>QTY RETURNED</u>	<u>DATE/TIME</u> <u>RETURNED</u>	<u>RETURN</u> <u>RECEIVERS</u> <u>SIGNATURE</u>
-------------	------------	----------------------------------	-----------------------------	--------------	----------------	------------------	---------------------	-------------------------------------	---

## AMMO SOP

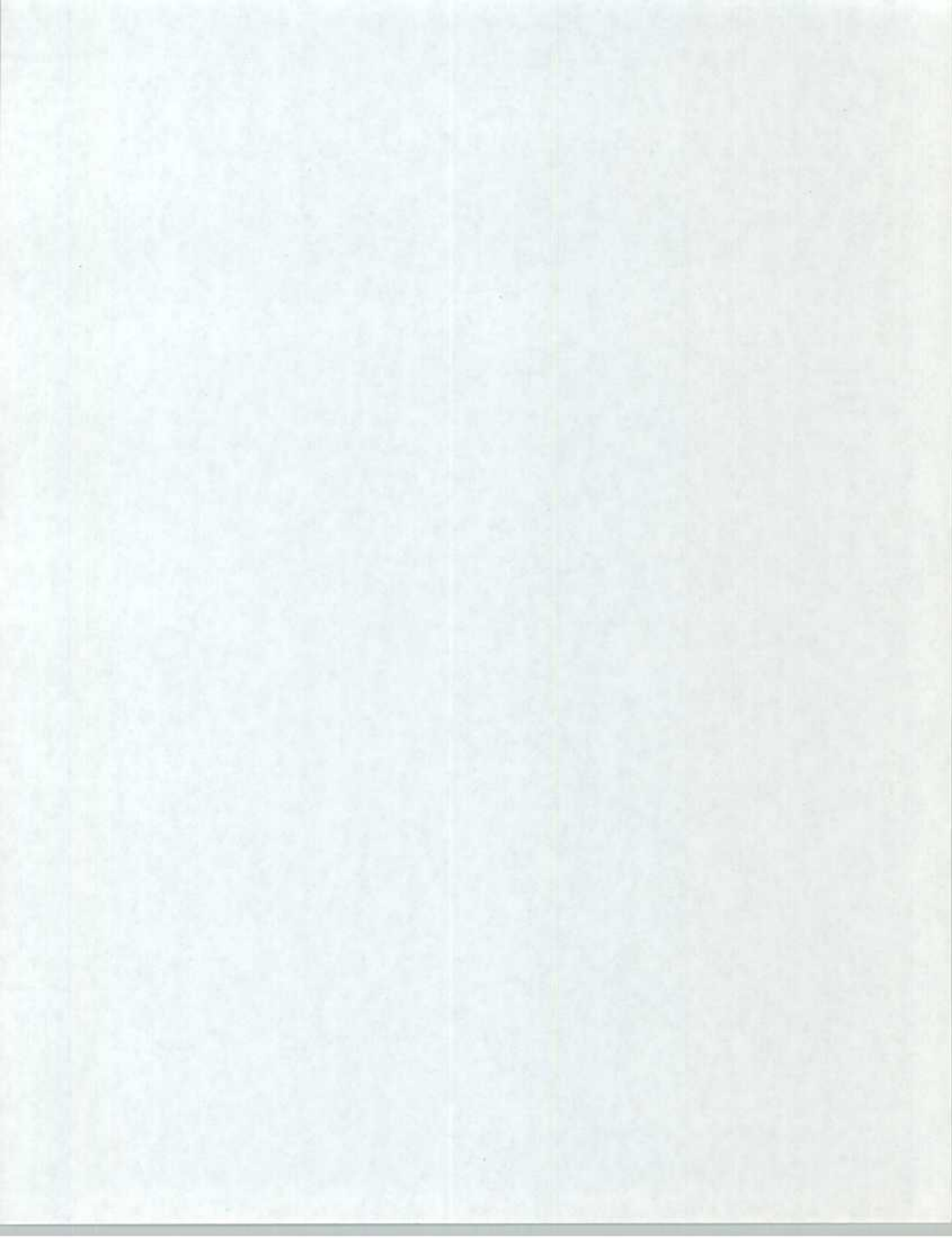
### APPENDIX R

#### EXPLOSIVE DRIVER LIST

1. GENERAL. The Explosive Driver Listing is designed to be a tool for the ammunition technician to quickly check the status of all explosive qualified drivers. The information on the list must continually be updated as changes in the drivers' status occurs. If not, outdated information will be of little use to the ammunition technician.

2. Format

<u>RANK</u>	<u>NAME/INT</u>	<u>SSN</u>	<u>CO/ BTRY</u>	<u>TYPE OF VEH(S)</u>	<u>EXP DATE OF MIL LICENSE</u>	<u>EXP OF MED CERT</u>	<u>SRB ENTRY</u>
-------------	-----------------	------------	---------------------	---------------------------	--	--------------------------------	----------------------



## AMMO SOP

### APPENDIX S

#### AMMUNITION PUBLICATIONS REFERENCE LIST

This reference list is not designed to include all required ammunition publications. It does include all references listed in this Manual. All publications must be listed in the Marine Corps Publication Distribution System (MCPDS) to ensure proper distribution and requisitioning.

#### SHORT TITLE/PCN

#### LONG TITLE

UM 4400.15\* w/ch 1-2  
PCN: 18844150000/20Apr81

ORGANIC PROPERTY CONTROL

UM 4400.124 w/ch 1-4  
PCN: 18844012800/29Apr84

SASSY USING UNIT PROCEDURES

OPNAVINST 5530.13\*  
PCN: 21800145500/05Jul94

SECURITY OF AA&E

MCO P4030.19  
PCN: 10204000000/01Mar97

PACKAGE AND MATERIAL HANDLING OF  
HAZARDOUS MATERIAL FOR AIR SHIPMENT

MCO 5500.6  
PCN: 10208390000/20Jul95

ARMING OF LAW ENFORCEMENT AND  
SECURITY PERSONNEL

MCO 8010.1\*  
PCN: 10210530000/15Apr97

CLASS V(W) PLANNING FACTORS FOR  
SUPPORT FOR COMBAT OPERATIONS

MCBul 8011\* W/CH 1-3  
PCN: 10210535200/1Jul98

CLASS V(W) MATERIAL ALLOWANCES FOR  
TRAINING AND SECURITY

MCO P8011.4\*  
PCN: 10210540000/28Mar91

TABLE OF ALLOWANCES FOR CLASS V(W)  
MATERIALS, PEACETIME

MCO 8020.10\*  
PCN: 10210540500/18Oct95

AMMUNITION AND EXPLOSIVES SAFETY  
POLICIES, REQUIREMENTS, AND  
PROCEDURES FOR CLASS V(W) MATERIAL

MCO 8023.3\*  
PCN: 10210543200/18Oct95

QUALIFICATION AND CERTIFICATION  
PROGRAM FOR CLASS V MUNITIONS AND  
EXPLOSIVE DEVICES

MCO 8025.1\*  
PCN: 10210577500/31May90

CLASS V(W) MALFUNCTION AND  
DEFICIENCY REPORTING



# AMMO SOP

## SHORT TITLE/PCN

## LONG TITLE

DivO P8000.5\*  
PCN: /16Oct91

DIVISION AMMUNITION SOP

TM 43-0001-27 w/ch 1  
PCN: 36317000000/29Apr94

SMALL CALIBER AMMUNITION

TM 43-0001-28 w/ch 1-2  
PCN: 36318054000/28Apr94

ARTILLERY AMMUNITION AND FUZES

TM 43-0001-29 w/ch 1  
PCN: 36318055200/30Jun94

GRENADES

TM 43-0001-30 w/ch 1-13  
PCN: 36318055400/01Dec81

ROCKETS, ROCKET SYSTEMS, ROCKET  
FUZES, ROCKET MORTARS

TM 43-0001-36 w/ch 1-12  
PCN: 36318252000/01Sep94

LAND MINES

TM 43-0001-37  
PCN: 35318 /6Jan94

MILITARY PYROTECHNICS

TM 43-0001-38 w/ch 1-2  
PCN: 36318253500/31Jul94

DEMOLITION MATERIALS

TW024-AA-ORD-010\*  
PCN: /Semi-Annual

AMMUNITION, UNSERVICEABLE,  
SUSPENDED, AND LIMITED USE

NAVSEA OP 5 Vol. 1\* w/ch 1-2  
PCN: 21000045000/1Mar97

AMMUNITION AND EXPLOSIVES ASHORE  
SAFETY REGULATIONS FOR HANDLING  
STORING, PRODUCTION, RENOVATION, AND  
SHIPPING

NAVSEA OP 5 Vol 3\*  
PCN: /01Sep94

AMMUNITION AND EXPLOSIVES ASHORE  
ADVANCED BASES

NAVSEA OP 2239\* w/ch 1-7  
Wpnstn Earle Colts Neck NJ  
msg 162225ZMar93  
PCN: 21022390000/15May80

DRIVERS HANDBOOK FOR TRANSPORTATION  
OF HAZARDOUS MATERIALS

NAVSEA SWO20-AC-SAF-010\* w/ch C  
PCN: 21022110000/10Oct94  
NAVSEA SWO20-AC-SAF-020\* w/ch C  
PCN 21022110100/10Oct94  
NAVSEA SWO20-AC-SAF-030\* w/ch C  
PCN 21022110200/10Oct94

TRANSPORTATION AND STORAGE DATA FOR  
AMMUNITION, EXPLOSIVES, AND  
RELATED HAZARDOUS MATERIALS

NAVSEA SWO20-AG-SAF-010\*  
PCN: /1Aug98

NAVY TRANSPORTATION SAFETY HANDBOOK  
FOR AMMUNITION, EXPLOSIVES AND  
RELATED HAZARDOUS MATERIALS

# DUMMY LAYOUT

200 P8000.5

(TO BE ATTACHED TO DD FORM 844)

SIDE	PAGE															
FRONT	1	II	III	IV	V	VII	VIII	IX	X	XI	XII	I-1	I-3	I-5	2-1	2-3
BACK	2	III	IV	V	VII	VIII	IX	X	XI	XII	I-1	I-3	I-5	2-1	2-3	2-5
FRONT	3-5	3-7	3-9	3-11	3-13	3-15	3-17	4-1	4-3	4-5	4-7	5-1	5-3	5-5	6-1	6-3
BACK	3-6	3-8	3-10	3-12	3-14	3-16	3-18	4-4	4-6	4-8	5-2	5-4	5-6	6-2	6-4	6-6
FRONT	7-7	7-9	7-11	8-1	8-3	8-5	9-1	9-3	9-5	10-1	10-3	A-1	A-3	B-1	B-3	C-1
BACK	7-8	7-10	7-12	8-4	8-6	9-2	9-4	9-6	10-2	10-4	10-6	A-2	A-4	B-2	B-4	C-2
FRONT	D-3	E-1	F-1	G-1	H-1	I-1	J-1	K-1	L-1	M-1	N-1	O-1	P-1	Q-1	R-1	S-1
BACK																
FRONT																
BACK																
FRONT																
BACK																

25

33

31

24

Return Dummy Layout w/ ORIGINAL

REMARKS